



Reference: AF11/861

7th October, 2015

MEMBERS

NOTICE is hereby given that the Corporate and Community Services Committee will meet in the following Meeting Room on the day, date and time as follows:

Corporate and Community Services Committee
(Reception Area - Level 4):

Monday, 12th October, 2015 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.

Mark McSHANE
CHIEF EXECUTIVE OFFICER

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held on Monday, 12th October, 2015 at 5.30 p.m.

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2. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 28th September, 2015
3. GOVERNANCE – Committees – Lifelong Learning Sub-Committee – Minutes of Meeting held 18th September, 2015
4. FINANCIAL MANAGEMENT - Grant Funding - Letter from Hon. Geoff Brock Re: 2015/2016 Grants Commission Allocation
5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 67/2015 - Budget Update As At 30th September, 2015
6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 68/2015 - IT Services Provision
7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 69/2015 - Major Events – Mount Gambier HPV Race
8. CORPORATE AND COMMUNITY SERVICES REPORT NO. 70/2015 Review Of Library Public Holiday Opening Hours

MOTIONS WITH NOTICE

MOTIONS WITHOUT NOTICE

CORPORATE AND COMMUNITY SERVICES COMMITTEE

Meeting to be held at the Reception Area, Level 4, Civic Centre, 10 Watson Terrace,
Mount Gambier on Monday 12th October, 2015 at 5.30 p.m.

AGENDA

PRESENT: Cr S Perryman (Presiding Member)
Cr M Lovett, Cr Lynagh, Cr S Meziniec and Cr H Persello

APOLOGY: moved that the apology from
be received.

seconded

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Corporate Services, Grant Humphries
Finance Manager, Gary Button
Manager Community Services and Development, Barbara Cernovskis
Manager Governance and Property, Michael McCarthy
Administration Officer – Executive Support, Tracey Gritton

COUNCIL MEMBERS
AS OBSERVERS:

COUNCIL MEMBERS
AS OBSERVERS
APOLOGY:

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF
THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP
WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR
INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

MINUTES: moved that the minutes of the previous meeting
held 7th September, 2015 be taken as read and confirmed.

seconded

QUESTIONS:

(a) With Notice - Nil received

(b) Without Notice -

1. FINANCIAL STATEMENT – as at 30th September, 2015

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended the financial statement as at
30th September, 2015 be received.

seconded

2. GOVERNANCE – Committees – Community Engagement and Social Inclusion Sub-Committee – Minutes of Meeting held 28th September, 2015 – Ref. AF15/78

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the Community Engagement and Social Inclusion Sub-Committee Meeting held on 28th September, 2015 be received;
- (b) the following recommendations (numbered 1 to 3) of the Community Engagement and Social Inclusion Sub-Committee be adopted by Council;
 - 1. GOVERNANCE - Committees – Community Engagement and Social Inclusion Sub-Committee - Terms of Reference – Ref. AF15/78
 - (a) the Community Engagement and Social Inclusion Sub-Committee Terms of Reference as presented be received and adopted.
 - 2. KEY FOCUS AREA – Reconciliation Action Plan - Community Engagement and Social Inclusion Sub Committee Report No. 6/2015 – Ref. AF15/341
 - (a) that Community Engagement and Social Inclusion Sub-Committee Report No. 6/2015 on the progress of the Reconciliation Action Plan be received.
 - 3. KEY FOCUS AREA – Community Engagement and Social Inclusion Sub-Committee - Report for Information - Ref. AF15/78
 - (a) the Community Engagement and Social Inclusion Key Focus Area progress table be received and noted for information

seconded

3. GOVERNANCE – Committees – Lifelong Learning Sub-Committee – Minutes of Meeting held 18th September, 2015 – Ref. AF15/77

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance

moved it be recommended:

- (a) the minutes of the Lifelong Learning Sub-Committee Meeting held on 28th September, 2015 be received;
- (b) the following recommendations (numbered 1 to 2) of the Lifelong Learning Sub-Committee be adopted by Council;
 - 1. GOVERNANCE - Committees – Sub-Committee Terms of Reference - Lifelong Learning
 - (a) the Lifelong Learning Sub-Committee Terms of Reference as presented be received and adopted

2. **KEY FOCUS AREA** – Wellbeing and Resilience – Lifelong Learning Sub Committee Report 3/2015 - Ref. AF15/422

- (a) Lifelong Learning Sub Committee Report No. 3/2015 be received.
- (b) Council establish and facilitate the Wellbeing and Resilience collaboration model;
- (c) Council to fund two training positions, 1 Elected Member and 1 Staff Member for the next scheduled Wellbeing and Resilience training to be undertaken in November 2015 in Adelaide;
- (d) Workplan for the Lifelong Learning be to investigate and scope a Wellbeing Workforce/Positive Organisation project to lead, measure, build and embed wellbeing and resilience inside the City of Mount Gambier workforce as a significant commitment to building a region of wellbeing inside the State of Wellbeing.

seconded

4. **FINANCIAL MANAGEMENT - Grant Funding - Letter from Hon. Geoff Brock Re: 2015/2016 Grants Commission Allocation - Ref. AF15/247**

Goal: Governance

Operational Activity: Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met

The Director - Corporate Services reported:

- (a) Council has now received formal advice in relation to the distribution of the Commonwealth Financial Assistance Grants to Councils for 2015/2016;
- (b) details of the distribution to the City of Mount Gambier are as follows:

Program/Grant	2014/2015		2015/2016		Variance + / -
	Budget	Actual	Budget	Actual	
General Purpose	2,038,000	2,208,000	2,208,000	2,184,025	-23,975
Roads (Formula)	376,000	386,587	387,000	384,182	-2,818
Roads (Supplementary)	0	0	0	0	0
Roads (SLRP)	175,000	0	0	175,000	+175,000
End of Financial Year Adjustment	0	0	0	9,469	+9,469

- (c) the following key impacts from the Ministers letter are highlighted:

- Supplementary Road funding:
 - Not reinstated;
 - Estimated to be a loss of \$19 million to SA Local Government

Corporate and Community Services Committee Agenda, Monday 12th October, 2015 cont'd...

- Freezing of the indexation of Financial Assistance Grants:
 - Continues for a second year;
 - Other than the loss of revenue as a direct result of the indexation freeze SA Local Government's overall distribution has been reduced by a further \$1 million due to declining population base (part of the grant allocation calculation)
- Advance payment of allocations:
 - Two quarterly payment brought forward and paid in the previous financial year (2014/2015)
- Overall Budget impact:
 - Financial Assistant Grants - \$23,975 deficit against Operating Budget;
 - Roads (Formula) - \$2,818 deficit against Operating Budget;
 - End of year adjustment - \$9,469 surplus against Operating Budget
 - Overall - \$17,324 deficit to Operating Budget
- Special Local Roads Program:
 - No impact on overall Budget

moved it be recommended:

- (a) the report be received;
- (b) all funding adjustments as a result of these allocation be the subject of a Budget Update;

seconded

**5. CORPORATE AND COMMUNITY SERVICES REPORT NO. 67/2015 - Budget Update
As At 30th September, 2015 – Ref. AF14/427**

Goal: Governance
Strategic Objective: Demonstrate innovative and responsive organisational governance.

moved it be recommended:

- (a) Corporate and Community Services Report No. 67/2015 be received;
- (b) the Budget Update as at 30th September, 2015 as presented with this Report be adopted by Council with all amendments to be made to the 2015/2016 Council Budget.

seconded

**6. CORPORATE AND COMMUNITY SERVICES REPORT NO. 68/2015 - IT Services
Provision – Ref. AF11/1802**

Goal: Governance
Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

moved it be recommended:

- (a) Corporate and Community Services Report No. 68/2015 be received;
- (b) Council's current direction of outsourcing IT services including the hosting, managing and delivery of IT services generally, be maintained.
- (c) the proposal from Civica Pty Ltd to continue to host, manage and deliver Council's IT services as per the provided 'Cloud Solution Agreement' be accepted.

seconded

7. CORPORATE AND COMMUNITY SERVICES REPORT NO. 69/2015 - Major Events – Mount Gambier HPV Race – Ref. AF13/146

Goal: Securing Economic Prosperity
Strategic Objective: Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City

moved it be recommended:

- (a) Corporate and Community Services Report No. 69/2015 be received;
- (b) Council approve the allocation \$13,000 sponsorship for the Mount Gambier 6-10 hour HPV Race conditional upon:
 - i. Confirmation that a minimum of 50 teams have entered the Mount Gambier 6-10 hour HPV Race
 - ii. Confirmation that all required approvals from relevant authorities have been received
- (c) A budget variation of \$13,000 for Major Events be made to the 2015/16 budget.
- (d) Council conduct a complete review and assessment of the 2016 Mount Gambier 6 - 10 hour HPV Race to ascertain the success or otherwise of the event and the economic benefit to the City.

seconded

9. CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 70/2015 - Review Of Library Public Holiday Opening Hours – Ref. AF11/1595

Goal: Building Communities
Strategic Objective: Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met.

Goal: Governance
Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

Goal: Learning
Strategic Objective: Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills.

moved it be recommended:

Corporate and Community Services Committee Agenda, Monday 12th October, 2015 cont'd...

- (a) Corporate & Community Services report 70/2015 on Review Library Public Holiday Opening be received;
- (b) Council authorise the additional public holiday closure of Library Services on Boxing Day/Proclamation Day as per the proposed schedule in the report.

seconded

MOTIONS WITH NOTICE - Nil

MOTIONS WITHOUT NOTICE

Meeting closed at p.m.
TLG

FINANCIAL STATEMENT - Monthly Bank Reconciliation

as at 31/08/2015 \$		as at 30/09/2015 \$
	<u>GENERAL ACCOUNT (Westpac)</u>	
65,259.22 CR	OPENING BALANCE	484,044.54 CR
2,196,882.10	<u>PLUS</u> Receipts -	3,742,621.51
869,905.83	Rates & Arrears	575,711.52
-	General	
550,000.00	<u>Receipt of Cash Advance Funds</u>	
-	Transfer from CAD Loan 104	-
-	Transfer from CAD Loan 105	-
-	Transfer from Investment Funds	500,000.00
-	Transfer from Reserve Funds	-
<u>\$ 3,616,787.93</u>		<u>\$ 4,818,333.03</u>
3,682,047.15 CR		5,302,377.57 CR
652,013.63	<u>LESS</u> Direct Debits to Bank Account -	667,336.75
-	Payroll - 2 Pays processed in September (4/9 & 18/9)	-
-	Sundry	700,000.00
1,050,000.00	Transfer to Investment Funds	2,375,001.48
<u>1,702,013.63</u>	Transfer to CAD Loan 104	<u>3,742,338.23</u>
1,980,033.52 CR		1,560,039.34 CR
1,495,988.98	<u>LESS</u> Expenditure Statement - \$	1,375,933.55
<u>\$ 484,044.54</u> CR	<u>CASH BALANCE</u>	<u>\$ 184,105.79</u> CR
 <u>BANK RECONCILIATION</u>		
574,560.39 CR	Balance as per Bank Statement	199,499.23 CR
41,382.70	<u>PLUS</u> Deposits not yet credited	14,742.90
102,936.78	<u>LESS</u> Deposits not yet reconciled	18,154.80
-	<u>LESS</u> Deposits not yet updated	-
-	<u>PLUS</u> Payments not yet reconciled	
<u>513,006.31</u> CR		<u>196,087.33</u> CR
606.00	<u>LESS</u> Unpresented Cheques & EFT's	1,699.38
10,282.16	Unpresented Direct Debits	10,282.16
<u>\$ 502,118.15</u> CR	<u>CASH BALANCE</u>	<u>\$ 184,105.79</u> CR

Current Interest Rate on Bank Account Balance is 0.05%

FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....

as at 31/08/2015 \$		LGFA CAD LOAN 104	as at 30/09/2015 \$	
3,233,926.93	DR	OPENING BALANCE	2,375,001.48	DR
1,408,925.45		PLUS Deposits	2,375,001.48	
550,000.00		LESS Withdrawals (Transfer to General Account)	-	
-		Sundry	-	
<u>\$ 2,375,001.48</u>	DR	<u>CASH BALANCE</u>	<u>\$ -</u>	DR
		LGFA CAD LOAN 105		
-	DR	OPENING BALANCE	-	DR
-		PLUS Deposits	-	
-		LESS Withdrawals (Transfer to General Account)	-	
-		Sundry	-	
<u>\$ -</u>	DR	<u>CASH BALANCE</u>	<u>\$ -</u>	DR

Current Interest Rate on CAD Loan Balances is 4.25%

LOAN FUNDS OWING (Local Government Finance Authority)

Opening Bal	Loan Purpose	Interest Rate	Maturity Date	Closing Bal
129,872.11	101 RSL Bowls - Artificial Rink	5.05%	16/03/2019	115,019.14
3,245,199.58	102 Library	5.97%	15/06/2024	3,245,199.58
2,375,001.48	104 CAD - Variable Int Only	4.25%	17/06/2028	-
	105 CAD - Variable Int Only	4.25%	17/08/2030	-
<u>\$ 5,750,073.17</u>				<u>\$ 3,360,218.72</u>
				DR

FINANCIAL STATEMENT - Monthly Bank Reconciliation continued.....

as at 31/08/2015 \$		as at 30/09/2015 \$	
	<u>INVESTMENT FUNDS (Local Government Finance Authority)</u>		
36.45 CR	Opening Balance	- CR	
358,889.00	<u>PLUS</u> Deposits	700,000.00	
-	<u>PLUS</u> Accrued interest		
358,925.45	<u>LESS</u> Withdrawals (Transfer to Westpac)	- 500,000.00	
	Withdrawals (Transfer to CAD Loan 104)	-	
<u>\$ -</u> CR	CLOSING BALANCE	<u>\$ 200,000.00</u> CR	

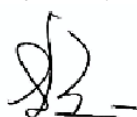
DOWNSTREAM DRAINAGE FUNDS (Local Government Finance Authority)

173,145.64 CR	OPENING BALANCE	174,194.81 CR	
1,049.17	<u>PLUS</u> Deposits	-	
-	<u>LESS</u> Withdrawals	-	
<u>\$ 174,194.81</u> CR	CLOSING BALANCE	<u>\$ 174,194.81</u> CR	

INVESTMENT OF FUNDS

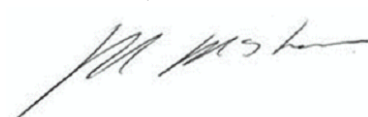
Investment Funds - all invested - 'At Call' at	2.00%
Reserve Funds - all invested - '90 Days' at	2.35%

Prepared by:



Finance Manager

Reviewed by:



Chief Executive Officer



Government
of South Australia

eA175313

Mr Andrew Lee
Mayor
City of Mount Gambier
PO Box 56
MOUNT GAMBIER SA 5290

Dear Mayor Lee *Andrew*

I am pleased to advise that the Local Government Grants Commission's (the Commission's) recommendations for the distribution of the Commonwealth Financial Assistance Grants to Councils for 2015-2016 have recently been submitted to the Australian Government and approved by the Hon Warren Truss MP, Commonwealth Minister for Infrastructure and Regional Development, on 12 August 2015.

As you would be aware, the 2015-2016 Federal Budget has had a significant impact on funding to local governing authorities in South Australia.

Firstly, the Supplementary Local Road Funding Program, which provided additional funding to South Australia up to 30 June 2014, has not been reinstated by the Australian Government in the 2015-2016 Federal Budget. This funding was provided in recognition of the inequitable share of the Identified Local Road Grants to South Australia.

Secondly, savings measures originally announced as part of the 2014-2015 Federal Budget will continue for 2015-2016. The indexation of Financial Assistance Grants, which is an annual increase in grants based on population changes and increases in the Consumer Price Index, was frozen by the Commonwealth Government for a period of three years commencing on 1 July 2014.

The impacts of these measures on funding for local government in South Australia are significant. Freezing the indexation of Financial Assistance Grants will see a reduction in grants of approximately \$1 million for 2015-2016, due to South Australia's declining proportion of the national population.

This is compounded by the loss of the Supplementary Local Road Funding Program that would have provided an estimated \$19 million in 2015-2016, placing a significant burden on local governing authorities to maintain local services and infrastructure.

Minister for Regional Development
Minister for Local Government

Level 17, 25 Grenfell Street Adelaide SA 5000 | GPO Box 2557 Adelaide SA 5001 DX 667
Tel 08 8226 1300 | Fax 08 8226 0316 | pisa.MinisterBlock@sa.gov.au



The Australian Government has provided additional local road funding in 2015-16 with \$1 billion to be distributed under the Roads to Recovery Program. While this funding is significant and welcomed, it does not address the continued inequity of funding to South Australian Councils.

As Minister for Local Government, I will continue to work closely with the Local Government Association of South Australia in an effort to achieve a more equitable situation. I strongly urge you to take every opportunity to lobby your Federal Member of Parliament.

In terms of the 2015-2016 Financial Assistance Grants, the total allocation for South Australia is \$152 million. This allocation has two components that are distributed using different assessment methods.

The general purpose grants for South Australia are \$113,400,384, a decrease of 1.0 percent from 2014-2015 and the identified local road grants of \$38,656,146, which have been held to the same level as 2014-2015. The identified local road component includes formulae based funding of \$32,858,146 and the Special Local Roads Program with funding of \$5,798,000.

For 2015-2016, there will also be two adjustments made to grants received by Councils. Firstly, the payment of \$76 million, or approximately two quarters of the 2015-16 Financial Assistance Grants were brought forward and paid in 2014-15. This amount will be deducted from the 2015-16 grant payments.

Secondly, the Australian Government advised that there was an underpayment of \$491,326 in the 2014-2015 grants, due to rounding of the total grant pool. This amount will be added to the cash grants received by Councils during 2015-2016 in proportion to their approved 2014-2015 distributions.

In summary, the total allocation to the Mount Gambier Council for the 2015-2016 year consists of:

General Purpose Grant	\$ 2,184,025
Roads (Formulae Funding)	\$ 384,182
Roads (Special Local Roads Program)	\$ 175,000 *
Total Estimated Grant for 2015-2016	\$ 2,743,207
Less Grants paid in June 2015	\$ 1,317,122
Add Adjustment for 2014-2015 underpayment	\$ 9,469
Total Cash Payable	\$ 1,435,554 **

* *Monies provided under the Special Local Roads Program (Financial Assistance Grants) have been allocated for work on the following project: Graham Road*

** *Note figures above the Total Cash Payable figure have been rounded to the nearest dollar.*

To calculate the general purpose grants, both the capacity of Councils to raise revenue and their expenditure needs relative to the average or standard Council are assessed. Greater funding is directed to Councils with less capacity to raise revenue from rates (i.e., those Councils with lower than average property values) or where services cost more to provide for reasons outside the Council's control (i.e., those Councils with higher than average expenditure needs).

The Commission has an ongoing commitment to reviewing the methodology used to assess Councils' need for financial assistance and there have been a number of modifications to its methodology for 2015-2016.

The Commission has reviewed its use of data from the Valuer-General's Office following the implementation of the new South Australian Integrated Land Information System (SAILIS), reviewed the proportion of Council operating expenditure included in its assessment process and re-introduced the assessment of library services into its recommendations.

The grants are untied and will be paid in four quarterly instalments, with the first instalment recently paid. Further instalments will be paid in November 2015 and February and May 2016.

It would be appreciated if you could forward this information to the relevant Council officers.

Should you have any queries regarding your Council's grant, please contact Mr Peter Ilee, the Commission's Executive Officer, on telephone 7109 7148 or via email at grants.commission@sa.gov.au.

Yours sincerely



Hon Geoff Brock MP
Minister for Regional Development
Minister for Local Government

 September 2015

cc: Mr Mark McShane, Chief Executive Officer, City of Mount Gambier

CORPORATE AND COMMUNITY SERVICES REPORT NO. 67/2015

SUBJECT: BUDGET UPDATE AS AT 30TH SEPTEMBER, 2015

REF: AF14/427

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Following the introduction of the Local Government (Financial Management) Regulations 2011, Council completed a review of its Budget reporting processes (Corporate and Community Services Report No. 30/2012 - Monitoring Council's Budget Performance) resulting in the adoption of the new Policy B300 - Budget Reporting and Amendment.

The objective of the Budget Reporting and Amendment Policy is to provide management with a framework to operate in regard to the following:

- The content, timing and process to be followed for reporting to Council on its performance against budget;
- The scope and conditions associated with the Chief Executive Officer approving variations in activity (that are within the scope of the approved budget allocations);
- The process required to be followed as well as general guidelines in relation to the carrying forward of expenditure authority associated with projects included in the budget for the previous year.

The Policy provides for a Budget Update report to be prepared and included in the agenda of the Ordinary Meeting of Council's Corporate and Community Services Committee in the months of November and March (as a minimum). The report will highlight at summary level budget activity for the year to date, original and revised budget information, and include the latest revised forecast of expected budget results for the year.

The Budget Update as at 30th September, 2015 as presented with this report, is now recommended for adoption.

RECOMMENDATION

- (a) Corporate and Community Services Report No. 67/2015 be received;
- (b) the Budget Update as at 30th September, 2015 as presented with this Report be adopted by Council with all amendments to be made to the 2015/2016 Council Budget.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

2nd October, 2015
TLG



BUDGET UPDATE: BR1 OCTOBER 2015 AS AT 30TH SEPTEMBER, 2015

- 1. HIGH LEVEL SUMMARY BY FUNCTION (PAGES 1 - 14)**
- 2. DETAILED SUMMARY OF WORK IN PROGRESS ALLOCATIONS (PAGES 15 - 17)**
- 3. NEW BUDGET SUMMARY (PAGE 18)**
- 4. INTERIM BUDGET UPDATE COMMENTARY (PAGES 19-21)**
- 5. UNIFORM PRESENTATION OF FINANCES (PAGES 22 - 29)**

HIGH LEVEL SUMMARY BY FUNCTION

1. ADMINISTRATION

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6000 - 6002)	1,703	1,703	1,693	524	(10)	1,693
OPERATING REVENUE (4100 - 4120)	20,440	20,440	20,422	18,549	(18)	20,422
NET OPERATING - SURPLUS / (DEFICIT)	18,737	18,737	18,729	18,025	(28)	18,729
CAPITAL EXPENDITURE (7500)	124	480	480			
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(124)	(480)	(480)			
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

2. SUPPORT SERVICES

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6010)	3,212	3,212	3,222	845	10	3,222
OPERATING REVENUE						
NET OPERATING - SURPLUS / (DEFICIT)	(3,212)	(3,212)	(3,222)	(845)	(10)	(3,222)
CAPITAL EXPENDITURE (7460)	55	126	126			
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(55)	(126)	(126)			
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

3. COMMUNITY

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6100)	1,655	1,655	1,655	362		
OPERATING REVENUE (4130)	121	121	121	11		
NET OPERATING - SURPLUS / (DEFICIT)	(1,534)	(1,534)	(1,534)	(351)		
CAPITAL EXPENDITURE (7560, 7570, 7620)	147	147	147			
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(147)	(147)	(147)			
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

4. CULTURAL

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6200)	2,901	2,906	2,896	491	(10)	2,896
OPERATING REVENUE (4140 - 4142)	392	392	392	113	0	392
NET OPERATING - SURPLUS / (DEFICIT)	(2,509)	(2,509)	(2,504)	(378)	10	(2,504)
CAPITAL EXPENDITURE (7470, 7630, 7640, 7650)	155	176	176	4		
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(155)	(176)	(176)	(4)		
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

5. ECONOMIC

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6300)	1,608	1,634	1,634	361		
OPERATING REVENUE (4153)	413	413	413	88		
NET OPERATING - SURPLUS / (DEFICIT)	(1,195)	(1,221)	(1,221)	(273)		
CAPITAL EXPENDITURE (7660)						
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)						
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

6. ENVIRONMENT

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6400)	4,072	4,081	4,031	892	(50)	4,031
OPERATING REVENUE (4162)	1,665	1,665	1,665	824		1,665
NET OPERATING - SURPLUS / (DEFICIT)	(2,407)	(2,416)	(2,366)	(68)	50	(2,366)
CAPITAL EXPENDITURE (7670, 7665, 7800)	259	874	882	43	8	882
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(259)	(874)	(882)	(43)	(8)	(882)
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

7. RECREATIONAL

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6500)	2,507	2,507	2,547	567	40	2,547
OPERATING REVENUE (4170)	57	57	57	25		57
NET OPERATING - SURPLUS / (DEFICIT)	(2,450)	(2,450)	(2,490)	(542)	(40)	(2,490)
CAPITAL EXPENDITURE (7680, 7690, 7700, 7730)	539	1,469	1,582	243	113	1,582
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(539)	(1,469)	(1,582)	(243)	(113)	(1,582)
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

8. REGULATORY

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6600)	1,191	1,191	1,191	314		1,191
OPERATING REVENUE (4180)	425	425	453	221	28	453
NET OPERATING - SURPLUS / (DEFICIT)	(766)	(766)	(738)	(93)	28	(738)
CAPITAL EXPENDITURE						
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)						
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

9. TRANSPORT

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6700)	3,281	3,281	3,271	201	(10)	3,271
OPERATING REVENUE (4192, 4193)	591	591	591	1		591
NET OPERATING - SURPLUS / (DEFICIT)	(2,690)	(2,690)	(2,680)	(200)	10	(2,680)
CAPITAL EXPENDITURE (7300, 7400, 7450, 7830, 7900)	4,804	5,059	5,413	349	354	5,413
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(4,804)	(5,059)	(5,413)	(349)	(354)	(5,413)
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

10. ENGINEERING/INDIRECT

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6800)	1,361	1,361	1,382	170	21	1,382
OPERATING REVENUE						
NET OPERATING - SURPLUS / (DEFICIT)	(1,361)	(1,361)	(1,382)	(170)	(21)	(1,382)
CAPITAL EXPENDITURE (7740)	5	704	736	3	32	736
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)	(5)	(704)	(736)	(3)	(32)	(736)
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

11. UNCLASSIFIED

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE (6900)	767	767	754	34	(13)	754
OPERATING REVENUE (4210, 4230, 4240)	220	220	235	64	15	235
NET OPERATING - SURPLUS / (DEFICIT)	(547)	(547)	(519)	30	28	(519)
CAPITAL EXPENDITURE						
CAPITAL REVENUE						
NET CAPITAL - SURPLUS / (DEFICIT)						
NON OPERATING EXPENDITURE						
NON OPERATING REVENUE						
NET NON OPERATING - SURPLUS / (DEFICIT)						

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

12. NON - OPERATING

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE						
OPERATING REVENUE						
NET OPERATING - SURPLUS / (DEFICIT)						
CAPITAL EXPENDITURE						
CAPITAL REVENUE	-	142	157	35	15	157
NET CAPITAL - SURPLUS / (DEFICIT)	-	142	157	35	15	157
NON OPERATING EXPENDITURE (7000)	874	874	874	16	-	874
NON OPERATING REVENUE (4250, 4260, 4270, 4280, 4300, 4500)	6,890	9,695	10,270	415	575	10,270
NET NON OPERATING - SURPLUS / (DEFICIT)	6,016	8,821	9,396	399	575	9,396

Financial Report: refer detailed Summary

HIGH LEVEL SUMMARY BY FUNCTION

13. SUMMARY

	Original Budget '000	Revised '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Proposed E of Y Budget Forecast '000
OPERATING EXPENDITURE	24,258	24,298	24,276	4,761	(22)	24,276
OPERATING REVENUE	24,324	24,324	24,349	19,896	25	24,349
NET OPERATING BUDGET SURPLUS/(DEFICIT)	66	26	73	15,135	47	73
CAPITAL EXPENDITURE	6,088	9,035	9,542	642	507	9,542
CAPITAL REVENUE	0	142	157	35	15	157
NON OPERATING EXPENDITURE	874	874	874	16	0	874
NON OPERATING REVENUE	6,890	9,695	10,270	415	575	10,270
NET CASH BUDGET SURPLUS/(DEFICIT)	(6)	(46)	84	14,553	130	84

2. DETAILED SUMMARY

Account No.	Description	Original Budget '000	Revised Budget '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Revised E of Y Budget Forecast '000
2.1	<u>OPERATING REVENUE</u>						
	ADMINISTRATION						
4120.0201	Grants Commission - FAG's Grant (Reduced allocation)	2,208	2,208	2,193	276	(15)	2,193
4120.0202	Grants Commission - Local Road Grant (Reduced allocation)	387	387	384	40	(3)	384
						(18)	
	REGULATORY						
4180.0811	Planning - Costs Recovered (Court Awards)	5	5	33	33	28	33
						28	
	UNCLASSIFIED						
4230.1302	Sundry - Reimbursements (Insurance Claims)	5	5	20	20	15	20
						15	
	OPERATING REVENUE INCREASE/(DECREASE)					25	
2.2	<u>NON-OPERATING REVENUE</u>						
4500.2001	Grant Funding (SLRP Allocation for Graham Road)	142	142	317	394	175	317
4500.2001	Grant Funding (Black Sport Grant for Rail Trail)	142	317	376	394	50	367
4500.2001	Grant Funding (Open Space Grant for Rail Trail)	142	367	617	394	250	617
4500.2001	Grant Funding (Arts Grant for Rail Lands)	142	617	717	394	100	717
4280.1802	Plant & Machinery Disposal - Budget Adjustment for Landfill Compactor	78	78	18	-	(60)	18
4280.1807	Plant & Machinery Disposal - Budget Adjustment for Landfill Compactor	31	31	16	-	(15)	16
4280.1804	Plant & Machinery Disposal - Budget Adjustment for Landfill Compactor	7	7	97	-	90	97
	NON-OPERATING REVENUE INCREASE/(DECREASE)					590	

Account No.	Description	Original Budget '000	Revised Budget '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Revised E of Y Budget Forecast '000
2.3	<u>OPERATING EXPENDITURE</u>						
	ADMINISTRATION						
6002.0204	Organisational - Insurances (Cost Attribution)	48	48	38	32	(10)	38
						(10)	
	SUPPORT SERVICES						
6013.0320	Human Resources - Employee Survey Costs	15	15	22	4	7	22
6012.0025	Payroll - Workers Compensation Premium	99	99	102	102	3	102
						10	
	CULTURAL						
6200.0633	Library - Equipment Maintenance (Reduced Costs)	72	72	62	21	(10)	62
						(10)	
	ENVIRONMENTAL						
6420.0900	Stormwater Drainage - General Maintenance (Reduced Costs)	132	132	122	28	(10)	122
6460.0955	Environmental Sustainability (Trans. to Capital for Solar Projects)	100	109	69	4	(40)	69
						(50)	
	RECREATION						
6500.0960	Parks, Gardens, Reserves - Cave Garden (Reduced Costs)	120	120	110	26	(10)	110
6500.0975	Parks, Gardens, Reserves - Rail Land (Activation Projects)	30	30	80	10	50	80
						40	
	TRANSPORT						
6780.1280	Traffic Management - Maintenance (Reduced Costs)	166	166	156	39	(10)	156
						(10)	

Account No.	Description	Original Budget '000	Revised Budget '000	Proposed Budget '000	Actual 30/09/2015 '000	Variance now Requested '000	Revised E of Y Budget Forecast '000
	ENGINEERING / INDIRECT						
6820.0025	Field Staff - Workers Compensation Premium	120	120	124	124	4	124
6820.0034	Field Staff - Employee Expenses (Training Days)	42	42	59	54	17	59
						21	
	UNCLASSIFIED						
6940.1900	Sundry - Sundry Property Maintenance Renewal Program	250	250	237	24	(13)	237
						(13)	
	OPERATING EXPENDITURE INCREASE / (DECREASE)					(22)	
2.4	<u>CAPITAL EXPENDITURE</u>						
	ENVIRONMENTAL						
7670.5705	Waste Transfer Centre - Install Solar	-	-	8	-	8	8
						8	
	RECREATIONAL						
7680.5810	Building Asset Renewal (from Operating)	230	258	271	1	13	271
7680.5811	Rail Lands Redevelopment (Arts Grant off-set)	75	519	619	188	100	619
						113	
	ENGINEERING / INDIRECT						
7740.6401	Depot - Install Solar	-	-	32	-	32	32
						32	

CAPITAL EXPENDITURE INCREASE / (DECREASE)

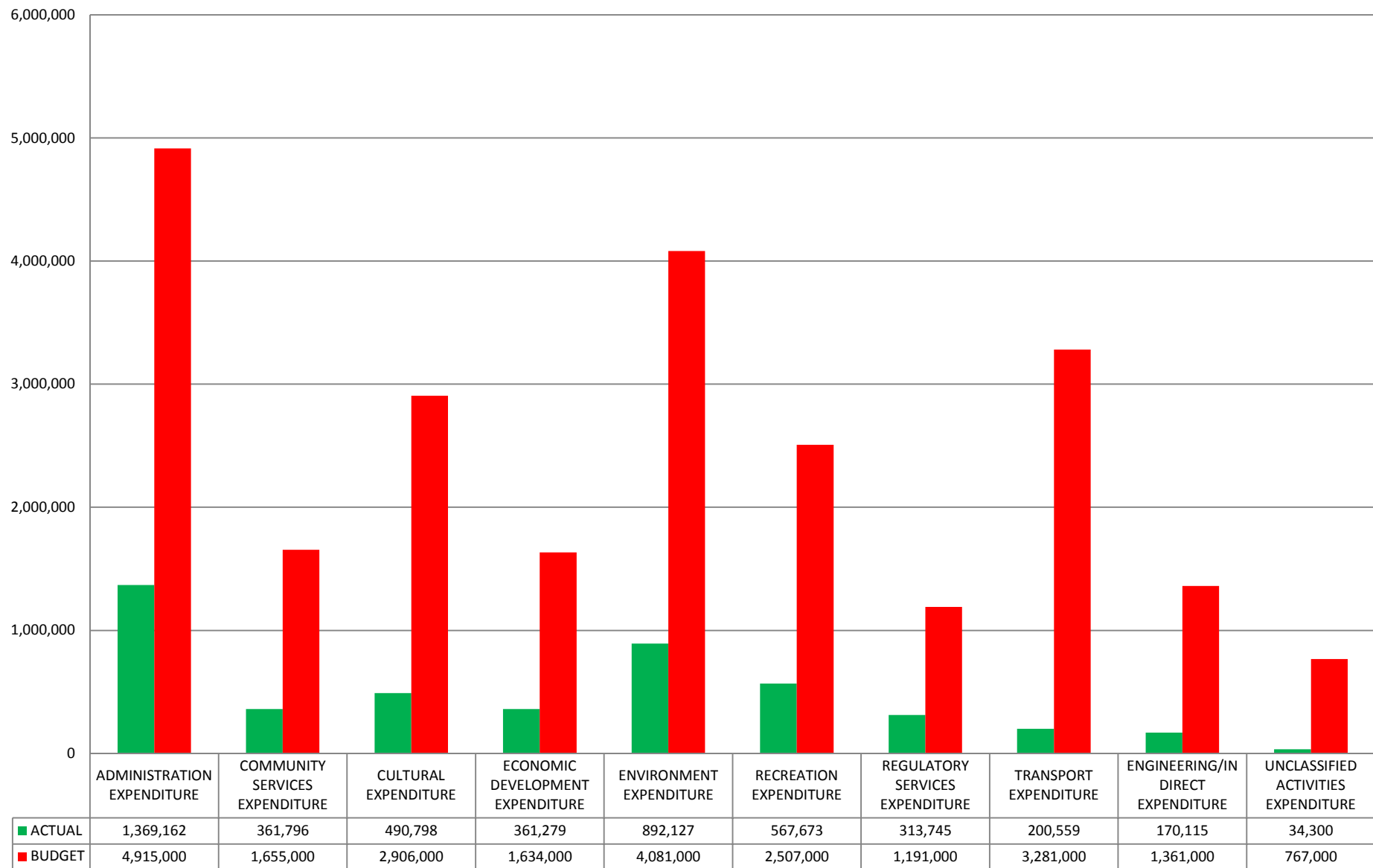
3. SUMMARY OF REQUESTED BUDGET VARIATIONS

	Original Budget \$000	Revised Budget \$000	Variation Requested \$000	Proposed BR1 \$000
OPERATING				
Operating Expenditure Increase (Decrease)	24,258	24,298	(22)	24,276
Operating Revenue Increase (Decrease)	24,324	24,324	25	24,349
Operating Surplus/(Deficit)	66	26	47	73
CAPITAL EXPENDITURE				
Capital Expenditure Increase (Decrease)	6,088	9,035	507	9,542
CAPITAL REVENUE				
Capital Revenue Increase (Decrease)	0	142	15	157
NON OPERATING EXPENDITURE				
Non Operating Expenditure Increase (Decrease)	874	874	-	874
NON OPERATING REVENUE				
Non Operating Revenue Increase (Decrease)	6,890	9,695	575	10,270
Revised Cash Budget Surplus/(Deficit)	(6)	(46)	130	84
SUMMARY OF ALTERATIONS : SURPLUS/(DEFICIT)	Operating Budget		Cash Budget	
Original (Adopted) Budget		66		(6)
Revised Budget - (Work in Progress)		26		(46)
Budget Update No. 1 (as at 30th September, 2015)		73		84

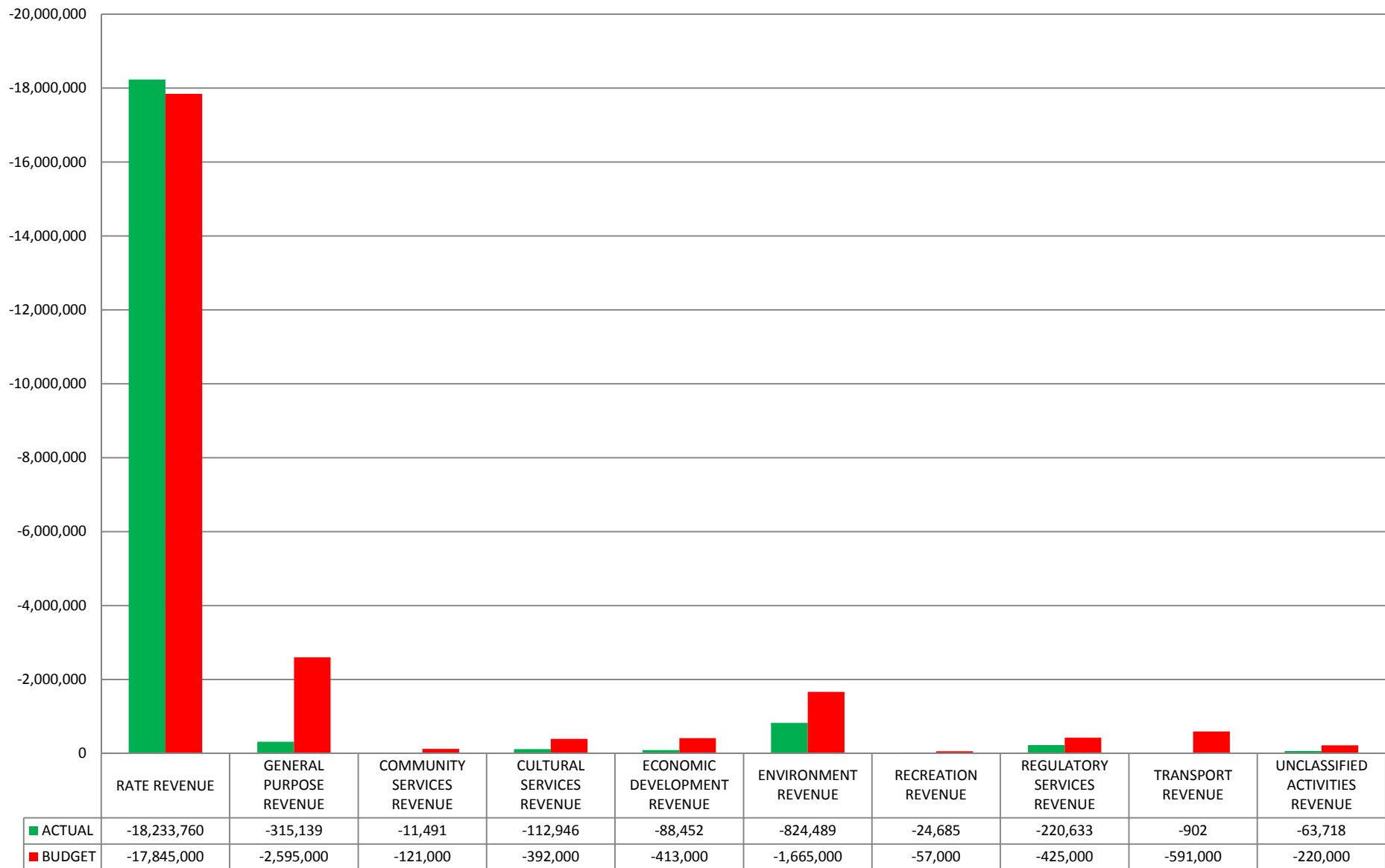
4. **BR1 Commentary**

- This is the first Budget Review for the 2015/2016 financial year other than the interim review which introduced work in progress amounts from 2014/2015 into the 2015/2016 Budget.
- BR1 takes into account most costs for the first 3 months of operating (July to September) however some creditors for the month of September are not yet included (processed in October).
- In overall terms BR1 provides for;
 - A decrease in Operating Expenditure of \$22,000
 - An increase in Operating Revenue of \$25,000
 - A net gain to the budgeted operating result of \$47,000
- Council's Budgeted Operating commentary;
 - The adopted Budget provided for a \$66,000 Surplus
 - Interim (WIP) Review resulted in a \$26,000 Surplus
 - BR1 results in a \$73,000 surplus as at 30th September, 2015
- Council's Cash Budget commentary:
 - Adopted Budget provided for a \$6,000 Deficit
 - The Interim (WIP) Review resulted in a \$46,000 Deficit
 - BR1 results in a surplus of \$84,000 as at 30th September, 2015
- Operating Revenue is reduced by \$22,000 due to a number of minor budget adjustments, the most notable adjustments being the transfer of funds from Operational to capital for solar projects and the creation of a budget line for Rail Lands activation projects (funded from savings in other areas).
- Operating Revenue is increased by \$25,000 due to a number of minor adjustments.
- Council's Operational Expenditure and Revenue against Budget is provided in graphical form, as an attachment.
- Capital Expenditure increase by \$507,000 principally due to the negotiation of grant funding received for capital projects hence increasing Council's capital works budget. These projects include:
 - Rail Trail;
 - Rail Lands;
 - Plant and Machinery;
 - Solar Installations;
 - Special Local Roads Program
- Non operating Revenue increases by \$590,000 principally in recognition of grant funds received, as referred to in Capital Expenditure.

Operating Expenditure - As at 30 September 2015



Operating Income - As at 30 September 2015



**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Statement of Comprehensive Income

ACTUAL 2013/14 \$ '000	INCOME	BR1 2015/16 \$ '000
16,826	Rates	17,845
378	Statutory Charges	453
3,530	User Charges	2,578
1,278	Grants Subsidies and Contributions	3,359
32	Investment Income	10
229	Reimbursements	104
467	Other	0
0	Share of profit - joint ventures and associates	0
<hr/>		
22,740	TOTAL REVENUES	24,349
EXPENSES		
8,772	Wages and Salaries	9,060
8,467	Materials, contracts & other expenses	8,746
262	Finance Costs	374
5,907	Depreciation, amortisation & impairment	6,096
0	Share of loss - joint ventures & associates	0
<hr/>		
23,408	Total Expenses	24,276
<hr/>		
-668	OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	73
-3,227	Net gain (loss) on disposal or revaluation of assets	0
3,064	Amounts specifically for new or upgraded assets	0
0	Physical resources received free of charge	0
-831	NET SURPLUS/(DEFICIT)	73
<hr/> <hr/>		

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Cash Flow Statement

ACTUAL 2013/14 \$ '000		BR1 2015/16 \$ '000 Inflows (Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES	
	RECEIPTS	
25,583	Operating Receipts	24,339
69	Investment Receipts	10
	PAYMENTS	
-18,654	Operating payments to suppliers & employees	-17,806
-230	Finance Payments	-374
<u>6,768</u>	Net Cash provided by (or used in) Operating Activities	<u>6,169</u>
	CASH FLOWS FROM INVESTING ACTIVITIES	
	RECEIPTS	
3,064	Grants specifically for new or upgraded assets	0
276	Sale of Assets	717
126	Repayments of loans by community groups	43
	PAYMENTS	
0	Loans made to community groups	-10
-6,574	Expenditure on renewal / replacement of assets	-6,367
-3,969	Expenditure on new / upgraded assets	-3,175
<u>-7,077</u>	Net Cash provided by (or used in) Investing Activities	<u>-8,792</u>
	CASH FLOWS FROM FINANCING ACTIVITIES	
	RECEIPTS	
1,163	Proceeds from Borrowings	0
	PAYMENTS	
-356	Repayment of Borrowings	2,309
<u>807</u>	NET CASH USED IN FINANCING ACTIVITIES	<u>2,309</u>
	NET INCREASE (DECREASE) IN CASH HELD	-314
498	CASH AT BEGINNING OF YEAR	<u>1,173</u>
675	CASH AT END OF YEAR	<u>859</u>
<u>1,173</u>		

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Balance Sheet

ACTUAL 2013/14 \$ '000		BR1 2015/16 \$ '000
	ASSETS	
	CURRENT ASSETS	
1,173	Cash and cash equivalents	859
1,132	Trade & other receivables	1,132
37	Inventories	37
0	Other Financial Assets	0
2,342		2,028
0	Non-Current Assets held for Sale	0
2,342	TOTAL CURRENT ASSETS	2,028
	NON-CURRENT ASSETS	
154	Financial Assets	121
0	Equity accounted investments in Council businesses	0
0	Investment Property	0
195,144	Infrastructure, Property, Plant & Equipment	197,873
0	Other Non-current Assets	0
195,298	TOTAL NON-CURRENT ASSETS	197,994
197,640	TOTAL ASSETS	200,022
	LIABILITIES	
	CURRENT LIABILITIES	
2,643	Trade & Other Payables	2,643
243	Borrowings	243
1,742	Short-term Provisions	1,742
0	Other Current Liabilities	0
4,628		4,628
0	Liabilities relating to Non-current Assets held for Sale	0
4,628	TOTAL CURRENT LIABILITIES	4,628
	NON-CURRENT LIABILITIES	
0	Trade & Other Payables	0
4,538	Long-term Borrowings	6,847
252	Long-term Provisions	252
0	Other Non-current Liabilities	0
4,790	TOTAL NON-CURRENT LIABILITIES	7,099
9,418	TOTAL LIABILITIES	11,727
188,222	NET ASSETS	188,295
	EQUITY	
46,307	Accumulated Surplus	49,553
131,574	Asset Revaluation	131,574
10,341	Other Reserves	7,168
188,222	TOTAL EQUITY	188,295

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Statement of Changes in Equity

ACTUAL 2013/14 \$ '000		BR1 2015/16 \$ '000
	ACCUMULATED SURPLUS	
48,060	Balance at end of previous reporting period	46,307
-831	Net Result for Year	73
3,537	Transfer From Reserves	3,173
-4,459	Transfer To Reserves	0
46,307	BALANCE AT END OF PERIOD	49,553
	ASSET REVALUATION RESERVE	
131,574	Balance at end of previous reporting period	131,574
0	Gain on revaluation of infrastructure, property, plant & equipment	0
0	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0
131,574	BALANCE AT END OF PERIOD	131,574
	LONG SERVICE LEAVE	
724	Balance at end of previous reporting period	724
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	-121
724	BALANCE AT END OF PERIOD	603
	OFF STREET CAR PARK	
267	Balance at end of previous reporting period	267
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
267	BALANCE AT END OF PERIOD	267
	PLANT REPLACEMENT	
1,561	Balance at end of previous reporting period	1,561
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
1,561	BALANCE AT END OF PERIOD	1,561
	LADY NELSON PARK REDEVELOPMENT	
6	Balance at end of previous reporting period	6
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
6	BALANCE AT END OF PERIOD	6
	ASSET REPLACEMENT	
1,296	Balance at end of previous reporting period	1,296
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
1,296	BALANCE AT END OF PERIOD	1,296

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Statement of Changes in Equity

ACTUAL 2013/14 \$ '000		BR1 2015/16 \$ '000
	LAND DIVISION - OUTSTANDING WORK	
232	Balance at end of previous reporting period	232
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>232</u>	BALANCE AT END OF PERIOD	<u>232</u>
	DOWNSTREAM DRAINAGE	
116	Balance at end of previous reporting period	171
55	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	-105
<u>171</u>	BALANCE AT END OF PERIOD	<u>66</u>
	WORK IN PROGRESS	
3,537	Balance at end of previous reporting period	4,385
4,385	Transfer to reserve from accumulated surplus	0
-3,537	Transfer from reserve to accumulated surplus	-2,947
<u>4,385</u>	BALANCE AT END OF PERIOD	<u>1,438</u>
	CITY CENTRE IMPROVEMENT	
688	Balance at end of previous reporting period	688
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>688</u>	BALANCE AT END OF PERIOD	<u>688</u>
	MAJOR CAPITAL WORKS	
482	Balance at end of previous reporting period	482
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>482</u>	BALANCE AT END OF PERIOD	<u>482</u>
	RESERVE FUNDS TOTAL	
0	Balance at end of previous reporting period	0
0	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>0</u>	BALANCE AT END OF PERIOD	<u>0</u>
	MOUNT GAMBIER CEMETERY TRUST	
466	Balance at end of previous reporting period	478
12	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>478</u>	BALANCE AT END OF PERIOD	<u>478</u>
	JUNIOR SPORTING FUND	
44	Balance at end of previous reporting period	51
7	Transfer to reserve from accumulated surplus	0
0	Transfer from reserve to accumulated surplus	0
<u>51</u>	BALANCE AT END OF PERIOD	<u>51</u>
<u><u>188,222</u></u>	TOTAL EQUITY AT END OF REPORTING PERIOD	<u><u>188,295</u></u>

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

Uniform Presentation of Finances

ACTUAL 2013/14 \$ '000		BR1 2015/16 \$ '000
22,740	Operating Revenues	24,349
-23,408	<i>less Operating Expenses</i>	-24,276
<u>-668</u>	Operating Surplus / (Deficit) before Capital Amounts	<u>73</u>
	<i>Less Net Outlays in Existing Assets</i>	
6,574	Capital Expenditure on renewal and replacement of Existing Assets	6,367
-5,907	<i>less Depreciation, Amortisation and Impairment</i>	-6,096
-276	<i>less Proceeds from Sale of Replaced Assets</i>	-717
<u>391</u>		<u>-446</u>
	<i>Less Net Outlays on New and Upgraded Assets</i>	
3,969	Capital Expenditure on New and Upgraded Assets	3,175
-3,064	<i>less Amounts received specifically for New and Upgraded Assets</i>	0
<u>0</u>	<i>less Proceeds from Sale of Surplus Assets</i>	
<u>905</u>		<u>3,175</u>
-1,964	Net Lending / (Borrowing) for Financial Year	-2,656

**CITY OF MOUNT GAMBIER
BUDGET 2015/16**

ACTUAL	FINANCIAL INDICATORS	BR1
2013/14		2015/16

These Financial Indicators have been calculated in accordance with *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.

-668	Operating Surplus (\$'000)	73
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Being the operating surplus (deficit) before capital amounts .

(4%)	Operating Surplus Ratio	0%
	<u>Operating Surplus</u>	
	Rates - general & other less NRM levy	

This ratio expresses the operating surplus as a percentage of general and other rates, net of NRM levy.

6,959	Net Financial Liabilities (\$'000)	9,615
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Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses).

31%	Net Financial Liabilities Ratio	40%
	<u>Net Financial Liabilities</u>	
	Total Operating Revenue less NRM levy	

1%	Interest Cover Ratio	2%
	<u>Net Interest Expense</u>	
	Total Operating Revenue less NRM levy less Investment Income	

Asset Sustainability Ratio

107%	<u>Net Asset Renewals</u>	93%
	Depreciation Expense	

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

65%	Asset Consumption Ratio	86%
	<u>Carrying value of depreciable assets</u>	
	Gross value of depreciable assets	

Total carrying value of depreciable assets divided by total reported value of depreciable assets before accumulated depreciation.

CORPORATE AND COMMUNITY SERVICES REPORT NO. 68/2015

SUBJECT: IT SERVICES PROVISION

REF: AF11/1802

Goal: Governance

Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

Introduction

Council's entire Information Technology (IT) infrastructure and associated service provision has been delivered on a hosted managed service basis since 2007, with the current five (5) year service agreement concluding in November, 2015.

Civica, Council's current service provider is a market leader in software, technology and outsourcing services for organisations around the world supplying more than 4000 organisations in the UK and Ireland, Australia, New Zealand, Asia, Canada and the USA.

Civica (Australia and New Zealand) has close to 300 customers with 169 of these using the 'Authority' local government enterprise software solution.

The 'Authority' software solution is specifically designed for local government, comprising more than 40 modules of business software to assist Councils with the running of their highly diverse business operations.

These include;

- Financials
- H R and Payroll
- Land information system
- Assets and infrastructure
- Electronic Document Management
- Customer Request Management
- Executive Management System

In terms of hosted services provision Civica provide a variety of hosted/managed services (in various forms) to 60 Councils through Australia and New Zealand (all hosted and replicated in Australia).

So What Is a 'Hosted Managed Service'?

There are two elements to the current services provide by Civica to the City of Mount Gambier;

- hosted service element – often referred to simply as a cloud based service where an organisation's information is held and delivered from a generic data centre (typically used by airlines, ticketing companies etc.).
- hosted managed service element – in addition to simply hosting and delivering an organisation's information, responsibility is also taken for the day to day running of support processes and systems of the entire I T environment.

Civica, Councils current service provider, hosts Councils entire IT platform within their managed service environment from their dedicated Sydney based data centre.

This service includes the provision of all hardware and the hosting and management of local government software (Authority) as well as other software solutions including EDRMS, GIS and MS Office.

Corporate and Community Services Report No. 68/2015 cont'd...

Local service provider, Green Triangle Electronics also provide onsite support on a day to day basis of Councils local area network infrastructure.

This of course provides Council with significant benefits not only in terms of infrastructure management (hardware provision etc.) but also in the management and ongoing development of Council's software (upgrades, patch management).

So Why Civica Managed Services?

As opposed to the time when Council first established its cloud platform when there were very few providers in this market there are now numerous new hosting service providers in the market place.

In reality however there are still very few (if any) providers that can provide the one integrated platform that Council currently benefits from.

The following benefits and advantages were major considerations of Council when initially making the decision to migrate to a cloud platform.

- Business Continuity/Risk Mitigation: the level of 'back up' infrastructure and processes deployed at the data centre is far more sophisticated and reliable compared to any facilities Council could provide.
- Staff Recruitment and Retention: the ability of Council to not only recruit but to retain specialised staff (particularly in regional areas) is limited. Add to that the cost associated with recruiting and retaining specialist staff to manage an in-house IT system would also be considerable.
- Cost Analysis: the previous cost analysis completed indicated that the costs between an in-house and an externally hosted/managed service are comparable. It needs to be acknowledged that since that time Council's utilisation of IT has increased dramatically and has become more sophisticated requiring greater management commitment.
- Systems Availability: anywhere/anytime (via cloud).
- Keeping Up to Date: ability to adopt new technology and keep business applications and hardware current.
- IT Specialists: access to IT specialists and industry experts.
- Core Business: allows staff to focus on their core roles in local government rather than on routine IT issues.

Available Options

The following options available to Council are:

- (a) Return to an in-house service delivery model - this would be a major departure from Council's previous direction (outsourcing) which would require a considerable investment in infrastructure and expertise and would result in a major disruption to Council's operations;

Corporate and Community Services Report No. 68/2015 cont'd...

- (b) Go to the market for the provision of a similar hosted solution - would continue Councils previously committed direction but the following implications would need to be considered:
- preparing a specification to enable Council to provide a "like for like" assessment of submissions would require external assistance and would be a costly and a time consuming exercise;
 - as discussed in the report there are now other hosting service providers but very few (if any) that could provide integrated hosted/managed/ software provision service;
- (c) Negotiate a new agreement with the existing service provider for a hosted / managed service – a continuation of current directions provided service standards can be maintained and service costs are acceptable.

Provided service standards can be maintained and service costs are acceptable option (c) above is considered to be the most practical and reliable option.

As part of this process Council's current service provider (Civica) have provided Council with a new service agreement for a further five (5) year term for consideration:

Assessment of Civica Proposal

The draft 'Cloud Solution Agreement' provided by Civica includes:

- the standard terms and conditions for an agreement of this type
- Annexure A - contract and service arrangements in detail i.e.
 - 5 year term
 - delivery methods
 - agreed user limits
 - storage allowances
 - included applications
- Annexure B - Service fee schedule broken down into:
 - Software licensing fees
 - Cloud Services fees
 - Delivery Service fees
- Annexure D - Disaster Recovery Service Standards
- Annexure E - Service Level penalties.

In terms of comparisons with Councils existing service agreement arrangements the following is provided:

Services		Current Agreement	Draft Agreement
Licence Fees (\$pa)			118,104
Cloud Services (\$pa)			100,344
Delivery Services (\$pa)			47,292
		\$262,133 pa	\$265,740 pa
Citrix Users		40	65
Exchange	Users	55	55
(concurrent)			

External Assessment

As a further accountability measure this Report and the draft 'Cloud Solution Agreement' were the subject of review by a third party, external of Council, who have expertise in these processes, in particular the conduct of a recent 'go to the market' exercise.

Corporate and Community Services Report No. 68/2015 cont'd...

In summarising their findings and conclusions, whilst there may be potential for some savings in cloud and delivery service fees this needs to be balanced against other factors such as:

- Resource and cost implications in document preparation, assessment services etc. of the 'go to market' option;
- Establishment and implementation costs associated with a change of provider;
- The convenience associated with having all services with the one provider should not be underestimated.

Their conclusions further state "that previous experience shows that where the relationship between the current incumbent and the customer is strong and the costing is competitive there is little reason to spend significant time, effort and expense on going to market to seek a new provider".

RECOMMENDATION

- (a) Corporate and Community Services Report No. 68/2015 be received;
- (b) Council's current direction of outsourcing IT services including the hosting, managing and delivery of IT services generally, be maintained.
- (c) the proposal from Civica Pty Ltd to continue to host, manage and deliver Council's IT services as per the provided 'Cloud Solution Agreement' be accepted.



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

7th October, 2015
FM/MJT/TLG

CORPORATE AND COMMUNITY SERVICES REPORT NO. 69/2015

SUBJECT: MAJOR EVENTS – MOUNT GAMBIER HPV RACE

REF: AF13/146

Goal: Securing Economic Prosperity
Strategic Objective: Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City

Background

Mr Andrew McLaughlin of University of South Australia, Mr Nathaniel Todd of Grant High School and Mr Matthew Crowden of Mount Gambier High School addressed the Corporate & Community Services Committee on the 13th July 2015 presenting information regarding a proposed Human Powered Vehicle (HPV) event to be held in Mount Gambier.

The following recommendations from the Corporate & Community Services Committee were endorsed by Council on the 21st of July 2015:

- “(a) thank the representatives for their attendance and presentation;*
- (b) provide in principle support for the conduct of an event in Mount Gambier;*
- (c) encourage the representatives to consider preparing and lodging a funding application under Councils event funding programs.”*

Council have now received an application from the Australian International Pedal Prix Inc. seeking \$20,000 in financial support plus in-kind support for a Mount Gambier 6-10 hour HPV Race to be held on the 2nd & 3rd April 2016 at McNamara Park Racing Circuit.

Proposal

A Human Powered Vehicle (HPV) race will be conducted by Australian International Pedal Prix Inc. under the banner of the UniSA Australian HPV Super Series. It is not proposed that this event be a Round of the Series but a 6-10 hour warm up race for the season which consists of the following:

- Loxton 6 hour May 2016
- Adelaide 6 hour June 2016
- Adelaide 6 hour June 2016
- Busselton WA 6 hour August 2016
- Murray Bridge 24 hour September 2016

It is anticipated the initial event will attract a minimum of 50 teams of which 20 are from the South East region. The remaining 30 will come from other regions of SA and Victoria. This is a conservative estimate based on survey results from current teams competing in the Series.

The aim of hosting a warm up event for the Series is to showcase Mount Gambier and the region to intrastate and interstate visitors, offer further opportunity for HPV competition and introduce the Series to a new audience with the intention of expanding the event over time to become a feasible 24 hour event to conduct in the South East.

Economic Stimulus

Research indicates the following economic benefit for a 24 hour event and a 6 hour event:

- A 24 hour event with 220 competing teams hosted in Murray Bridge estimated a \$3m injection into their local economy.
- A 6 hour event with 69 competing teams hosted in Loxton estimated a \$300,000 injection into their local community.

Therefore, based on the sporting event spend figures provided by Tourism Research Australia of \$234 per day, a 6-10 hour event could inject a possible \$175,500 into the Mount Gambier economy.

- 50 teams x 15 participants = 750
- 750 participants + support crew and family x \$234 per day = \$175,500
- \$175,500 x 2 days = \$351,000

Sponsorship Acknowledgement and Marketing

Listed below is a breakdown of the sponsorship acknowledgement and marketing strategy for the event.

- Council Logo on all event documentation
- Potential for display of logo on event staff apparel
- Display logo on promotional merchandise
- Display logo on website (250,000 visits per year)
- Targeted Promotion on Facebook including paid advertising (estimated 300,000 reach)
- Display of Council signage at scrutineering and at the event
- Acknowledged in all forms of media advertising
- Regular acknowledgement over P.A. system during the event.

14 Mar – 03 Apr 15	Lime FM	On air Spots
14 Mar – 03 Apr 15	Border Watch	Display Advertisements
Easter Weekend (25-28 Mar 15)	Lifestyle	Display Advertisements
Easter Weekend (25-28 Mar 15)	Marketplace	Visual Display
Ongoing	Facebook	Targeted Promotion

Conclusion

The application is seeking an amount of \$20,000 sponsorship plus in-kind support from Council of an overall \$40,000 event budget. Further discussion regarding additional sponsors, logistics and in kind support for the event are pending Council's decision.

A full copy of the request for funding has been attached for Members information.

Corporate and Community Services Report No. 69/2015 cont'd...

RECOMMENDATION

- (a) Corporate and Community Services Report No. 69/2015 be received;
- (b) Council approve the allocation \$13,000 sponsorship for the Mount Gambier 6-10 hour HPV Race conditional upon:
 - i. Confirmation that a minimum of 50 teams have entered the Mount Gambier 6-10 hour HPV Race
 - ii. Confirmation that all required approvals from relevant authorities have been received
- (c) A budget variation of \$13,000 for Major Events be made to the 2015/16 budget.
- (d) Council conduct a complete review and assessment of the 2016 Mount Gambier 6 -10 hour HPV Race to ascertain the success or otherwise of the event and the economic benefit to the City.



Barbara CERNOVSKIS
MANAGER - COMMUNITY SERVICES AND DEVELOPMENT



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER

7th October, 2015
TLG



**Australian International
Pedal Prix Inc.**

83 Goodwood Road, Goodwood SA 5034

Telephone: 08 8357 1978

Facsimile: 08 8357 3527

Email: office@pedalprix.com.au

Web: pedalprix.com.au

Mount Gambier City Council
C/- Denise Richardson
Team Leader Community Events

By Email

RE: Application for Event Sponsorship.

Australian International Pedal Prix (AIPP) would like to host a Human Powered Vehicle (HPV) race in April 2016 at McNamara Park. AIPP has conducted races in South Australia since 1986 and branched into Western Australia in 2014. We currently conduct 5 races a year consisting of four 6 hour races in Adelaide and various regional centres and a 24 hour race in Murray Bridge.

AIPP aims to conduct a race that showcases Mount Gambier and the region to intrastate and interstate visitors. We aim to offer further opportunity for HPV competition and introduce the Series to a new audience with the intention of expanding the event in Mount Gambier over time to the point where it is feasible to conduct a 24 hour event with at least 150 teams attending.

In 2014 we added a 6 hour race in Loxton (69 entries) and a 6 hour race in Busselton WA (32 entries). In 2015 both of these events showed significant growth; Loxton with 82 entries and Busselton with 43 entries. We have signed a 3 year contract with Loxton Waikerie Council for conduct of the event through to 2018. We have signed a 2 year contract with Busselton Council for conduct of that event through to 2017. Interest in HPV competition is continuing to grow and an event in Mount Gambier will allow us to meet demand for additional events.

During the 30 year history of conducting races, AIPP has attracted international riders. In recent time this includes riders competing in the current National Road Series (which was recently held in Mount Gambier). By hosting a race in Mount Gambier, we will continue to attract rider of this level to the event and region.

Since developing the series in 2003, we have seen a continual growth in both entries and spectators. For our first race in Mount Gambier we aim to attract 1,100 people from outside of the region. As a part of this, people will be requiring a minimum 1 nights' accommodation which will result in a direct benefit of approx. \$1.02 million to the region.

This figure was calculated using the Tourism Research Australia formula with the support of Denise Richardson.

With success in 2016, AIPP plan to work closely with the Mount Gambier City Council to develop a multi-year agreement for staging the event in Mount Gambier through 2017 and beyond.

Thank you for consideration of our application.

Yours sincerely



Andrew McLachlan

Chairman

Australian International Pedal Prix Inc.



City of
Mount Gambier

SPONSORSHIP PROGRAM

Major Events

GUIDELINES AND APPLICATION FORM

Submission of Applications

Applicants must complete **all sections** of this application form using the spaces provided in neat handwriting. Additional information requested as part of the application must be attached to this document.

One (1) hard copy of this application form and all supporting materials must be posted to:

**Mrs Denise Richardson
Team Leader Community Events
City of Mount Gambier
PO BOX 56
MOUNT GAMBIER SA 5290**

Alternatively, applications may be dropped into:

**The Lady Nelson Visitor Information and Discovery Centre
35 Jubilee Hwy East
MOUNT GAMBIER SA 5290**

Open 9:00 am to 5:00 pm week days

10:00 am to 4:00 pm weekends & public holidays (except Christmas Day)

For further information prior to submitting an application, please contact:

**Denise Richardson - Team Leader Community Events
Telephone: 08 8723 1025
Mobile: 0419 871 436
Email: drichardson@mountgambier.sa.gov.au**

Sponsorship Program Overview

General Events (For sponsorship \$1,000 or less)

Funding provided to events held within the City of Mount Gambier that meets the aims of Council's Sponsorship Program.

Major Events (For sponsorship \$1,000 and above)

Funding provided to major/significant events held within the City of Mount Gambier that meet the aims of Council's Sponsorship Program, attract substantial economic benefit and visitation to the City of Mount Gambier and undertake strategic and targeted marketing.

Which category should I apply for?

All applicants should apply under the 'General Events Sponsorship', unless it can be proved that the proposed event will:

- attract substantial visitation to the City
- deliver substantial and measurable economic benefit to the City
- incorporate strategic and targeted marketing practices in its planning and implementation
- The events being held is that of a State, National or International scale. (ie sporting events)

NOTE unsuccessful Major Event Sponsorship applications are automatically considered under General Event Sponsorship.

All applicants should contact the Community Events Team Leader prior to submitting an application.

Aims of the Sponsorship Program

The aims of the City of Mount Gambier's Event Sponsorship Program are to:

- Support the development of vibrant, creative and innovative events that enhance the economic, social and cultural life of the City of Mount Gambier
- Establish partnerships to achieve recognition for the City of Mount Gambier
- Increase tourist visitation to the City of Mount Gambier
- Deliver measurable economic benefits to the City of Mount Gambier
- Facilitate community involvement in events and activities
- Attract new and diverse events to the City of Mount Gambier
- To give increased support to events that builds and reinforces the unique and positive attributes of the City of Mount Gambier.

Assessment

If funding requested exceeds \$5,000 the application is referred to a committee/ council for consideration. A decision regarding the level of assistance will be considered at the next available Council meeting. A decision will be reached within approximately **two months** of the application being proposed at the Council meeting. Notification of the decision will be made in writing.

Applicant Eligibility Criteria

Before submitting your application, please check that you meet the following eligibility criteria - all four boxes must be ticked or your application will not be eligible for funding

- ☒ The organisation is an incorporated body or, if not incorporated, is being auspiced by an incorporated body
- ☒ The proposed event is covered by a current Public Liability Insurance Policy to the value of \$10 million
- ☒ Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office "Statement by a Supplier" form
- ☒ Addresses the criteria outlined in the Event Sponsorship Guidelines and Application Form

Your proposal is INELIGIBLE for funding if:

- ☐ Your proposal is for funding towards the operating costs associated with running an organisation (e.g. salaries, equipment)
- ☐ Your proposal is for retrospective funding or funding of budget deficits
- ☐ Your proposed event is not open to the general public
- ☐ Your organisation has not fulfilled previous sponsorship obligations, including provision of post event evaluation/report and financial acquittal
- ☐ Your organisation is not an incorporated body, or your proposal is not auspiced by an incorporated body

If you ticked any of the six boxes above your proposal is ineligible for funding

Assessment Criteria

All applicants must address the following criteria in their application:

- Ability to increase tourist visitation to the City of Mount Gambier including intra and interstate visitors.
- Demonstrate the ability to deliver significant and measurable economic benefit to the City of Mount Gambier.
- Ability to facilitate community involvement in the event/activities.
- Ability for the event to add to the diversity of the City's event calendar.
- Marketing plan and promotional strategies.
- Demonstrated capacity of the event organisers to successfully manage the event.
- Risk management and event accessibility planning.
- Capacity to be an ongoing event.
- Event sustainability planning and strategies.
- Involvement of and consultation with local businesses, artists and community groups.
- Acknowledgement of the City of Mount Gambier's sponsorship in all event publicity and promotions.

Submission of Application

Applicants must complete all sections of the Application Form as specified.

The complete application should consist of:

- 6 page application form
- Copy of Public Liability Cover
- Copy of Proof of Incorporation (if applicable)
- Copy of completed Australian Taxation Office 'Statement by a supplier' form (ONLY if you do not have an ABN)
- Copy of completed risk assessment
- Copy of event budget

Evaluation

Post-event you will be required to complete an Event Evaluation form & provide a copy of your final budget, along with any additional information that will help support your evaluation. A form outlining evaluation requirements will be issued upon confirmation of the City of Mount Gambier sponsorship.

In-Kind Support

In addition to the sponsorship, Council may also contribute services to the organisation in-kind support, such as:

- Free publication in the Community Diary published weekly in The Border Watch
- Free listing of your event on www.mountgambier.sa.gov.au
- Display of posters, fliers & programs at The Lady Nelson Visitor & Discovery Centre.
- Use of City of Mount Gambier's promotional bali banners, corflute &/or canvas signs pull- up display banners (all subject to availability).
- Visitor information packs
- Loan of events depot equipment (subject to availability) eg tiered seating, bunting, signage etc.

In-kind support must be negotiated with the Community Events Team Leader prior to the event, and each event will be considered individually for this support.

Need to find out more information?

If you require any assistance with your application or further information phone Denise Richardson, Community Events Team Leader on 8723 1025 or 0419 871 436 or email: drichardson@mountgambier.sa.gov.au



Office Use Only	
TRIM	
Forwarded	
Approved	
PO #	
Invoice	
EE	

Event Sponsorship Program

APPLICATION FOR MAJOR EVENT SPONSORSHIP

For amounts over \$1000

Applicant Information

Name of Organising Group/Individual: **Australian International Pedal Prix Inc.**

Postal Address: **83 Goodwood Road Goodwood SA 5034**

Name	Role/Responsibility	Contact Phone	Email Address
Andrew McLachlan	Chairman	0417824361	office@pedalprix.com.au
Rob Spurling	Secretary	0427311021	scrutineer@pedalprix.com.au
Matthew Crowden	Local Convenor	0432245350	matthewcrowden@gmail.com

Is your organisation registered for GST? **Yes**

☐ **Yes** – Please provide your organisation's Australian Business Number (ABN)

8	7	6	5	6	5	3	8	9	7	6
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Incorporation Registration number of the organisation: **A36373**

Proposed Event Information

Name of Event: **Mt Gambier HPV Race** – (Full name dependent on sponsor support)

Event Dates: **2 – 3 April 2016**

Event Venue: **McNamara Park Racing Circuit**

Are you considering applying for use of a council venue? i.e Main Corner, City Hall, Hastings Cunningham Reserve or Frew Park etc **NO**

If yes, please specify which venue you are considering_____

Have you submitted your Hire Application or Special Events Permit for use of such facility?

YES/NO (please circle)

*****Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship.***

Estimated total budget of event: **\$40,000**

Funding Sought:

Amount (not including GST) **\$20,000**

Has Council funded your organisation during the past three years? **x No**

If yes, please provide details below:

Amount \$ _____ Date Rec'd _____ Event/Project _____

Amount \$ _____ Date Rec'd _____ Event/Project _____

Amount \$ _____ Date Rec'd _____ Event/Project _____

Please provide a **budget for your event** and budget/statements from previous years.

Describe how your funding will be expended (ie. Marketing, entertainment, trophies)_**Refer to Budget attached for full detail of proposed expenditure**

Please detail funding received from other sources (including Grants applied for):

Name: The Market Place Amount \$ TBA

Name _____ Amount \$

Name _____ Amount \$

In-Kind Sponsorship

Clearly specify any “in-kind” support you seek from Council (eg. place/remove 50 road barriers on Sunday 8th October, Delivery of rubbish bins etc.)

Assistance with procurement of local sponsors by endorsement of the event to the local community. Supply of aluminium seating for the event. Delivery of rubbish bins, drink bottles & general waste bins.

Provision of regional information in digital form for dissemination to teams prior to the event.

Assessment Criteria:

Event Description: (Please supply detailed program if available)

Please include activities, entertainment, catering and other relevant information

Proposal: Conduct a Human Powered Vehicle (HPV) race at McNamara Park racing circuit. The event will be conducted by Australian International Pedal Prix Inc. under the banner of the UniSA Australian HPV Super Series. In year 1 it is not proposed the event be a Round of the Series but a warm up race for the season which consists of the following events:

- Loxton 6 hour May
- Adelaide 6 hour June
- Adelaide 6 hour July
- Busselton WA 6 hour August
- Murray Bridge 24 hour September

Event Details: The race will be run over a period of between 6 and 10 hours. We propose to canvass potential competitors to determine their preference. The duration of the race does not affect budget provided it does not exceed 12 hours. Competitors range from year 6 Primary students to Senior Secondary and beyond.

It is anticipated the initial event will attract a minimum of 50 teams of which 20 are from the South East region. The remaining 30 will come from other regions of SA and Victoria. We base this information on a survey circulated to teams currently competing in the Series which indicated strong support for the event and likely numbers in excess of 60.

All vehicles taking part in the event are required to satisfactorily complete scrutineering prior to competition. Scrutineering will be conducted over a 6 hour period during the day on Saturday in a central location in the city of Mt Gambier. This is an opportunity for us to promote the event to the community prior to race day on the Sunday.

The duration of the race on Sunday (6, 8 or 10 hour) will determine the start and finish times. Our preference is to commence racing at 10.00am.

Teams travelling to the event from outside the region will be encouraged to seek accommodation in Mt Gambier and make the trip a holiday. We do not propose to offer on-site camping at the venue.

Catering at the event will be provided by the McNamara Park management committee.

Event History:

A brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes

This event has not been conducted previously in Mt Gambier. AIPP Inc. has conducted HPV events in South Australia for 30 years. Starting with a single 24 hour race in 1986 with around 15 competitors on a small circuit in Adelaide. The 24 hour event grew to 90 teams when it moved to Murray Bridge in 1997. In 2003 we introduced the 3 Round Series consisting of 2 x 6 hour races in Adelaide and the 24 hour in Murray Bridge. Initially the 6 hour races attracted 30 entries per Round. Within 3 years we had exceeded 150 entries per 6 hour Round and since 2007 we have capped entries to these events at 190. The 24 hour race has been capped at 225 entries since 2007. In 2007 we signed a 10 year contract with Murray Bridge Council. In 2014 we added a 6 hour race in Loxton (69 entries) and a 6 hour race in Busselton WA (32 entries). In 2015 both of these events showed significant growth. Loxton with 82 entries and Busselton with 43 entries. We have signed a 3 year contract with Loxton Waikerie Council for conduct of the event through to 2018. We have signed a 2 year contract with Busselton Council for conduct of that event through to 2018.

Event Objectives:

Please list the aims and objectives of the proposed event

Showcase Mt Gambier and the region to intrastate and interstate visitors. Offer further opportunity for HPV competition and introduce the Series to a new audience with the intention of expanding the event over time to the point where it is feasible to conduct a 24 hour event in the South East.

What strategies do you have in place to ensure the event is sustainable?

With 30 years' experience in HPV event management and with growing interest in the sport generated by us we have the ability to attract competitors to events as is demonstrated by our history of growth since 2003.

Event Attendance

Provide a breakdown of your estimated event attendance

Local residents **400 team related + 300 other** Interstate **500 team related**

Other SA **600 team related** Overseas **Not likely**

Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region **95%.**

Economic Impact

Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.

Attendance numbers of 1,100 people outside of the region requiring a minimum 1 nights' accommodation will result in a direct benefit of \$1.02 Million Dollars. This figure was calculated using the Tourism Research Australia formula (\$234 per person per day) with the support of Denise Richardson. In addition experience from our events in Loxton and Busselton show teams spend significant amounts on hardware, food and general retail services. Loxton Waikerie Council estimated the 2014 event with 69 teams generated in excess of \$300,000 economic benefit to the town on the weekend of the event without regard to the potential flow on benefit arising from exposure of the town and region to visitors.

Sponsorship Acknowledgement

Outline how you intend to recognize the support provided by City of Mount Gambier

- Council Logo on all Event documentation – Event Manuals to teams, manager credentials, rider wristbands
- Potential for display of logo on event staff apparel
- Display logo on promotional merchandise (Sportscentre)
- Display logo on website (250,000 visits per year)
- Targeted Promotion on Facebook including paid advertising (reach estimated at 300,000)
- Display of council signage at Scrutineering and at the event
- Acknowledged in all forms of media advertising
- Regular acknowledgement over on course pa during the event

Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken. Please specify what media outlets you are using.

Date	Media	Activity	Cost (estimate)
14 March– 3 April	Life FM	On Air spots	\$1000
14 March– 3 April	Border Watch	Display ads	\$500
Easter weekend 25-28 march	Lifestyle magazine	Display ads	In kind Marketplace
Easter weekend 25-28 march	Marketplace	Visual display	In kind Marketplace
Continuous from 1 January 2016	Facebook	Targeted promotion	In kind AIPP

Risk Management Planning

Please provide details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, OH & S, and Emergency Response Plan. Please also

include who you have made contact with at SAPOL, St Johns, Security etc. Please enclose with this application.

No contact made with emergency services at this time. We have standard protocols in place regarding this process. See attached examples:

Risk Management Plan

Medical Response Plan

Critical Incident Plan

If you need information in regard to establishing a plan please read the attached Guideline or contact Community & Events Division.

Accessibility

How will you address accessibility for people with disabilities?

Race venue has open access for all visitors with any type of disability, particularly wheel chair access. The ground is level and access to all facilities is wheel chair friendly. There is adequate space for allocation of disabled parking spaces.

Community Involvement & Consultation

How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.

Engagement with local service groups prior to the event to provide catering at scrutineering. Engagement with local business through the Chamber of Commerce to make business aware of the event and offer opportunities for involvement through sponsorship.

Environmental Impact

Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, eg. Using paper recycled cups, paper plates; also have you identified noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.

The event will have minimal impact in relation to noise, by virtue of the cycling nature of the event and location of the circuit away from populated areas removes the impact of PA on residents.

Waste Management is undertaken by the McNamara Park management committee under the terms of our agreement to use the venue.

Event Evaluation

How will you know if you have achieved the aims and the objectives of the event/festival? Eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc.

Success of the event will be measured by the following:

Number of teams registering to compete – this will be known some months prior to the event

Number of people attending – determined by gate count

Feedback from Council, Chamber of Commerce and local business obtained at post event review

Survey to competitors after the event to provide feedback on their satisfaction with the event and their engagement with the region

Support Material:

Please attach the following support material with this application:

- ☒ Your detailed event budget showing all income and expenditure
- ☒ Copy of your organisation's most recent audited annual financial statement
- ☒ Copy of your Public Liability Insurance Cover
- ☒ Your Business Plan and/or Marketing Plan

City of Mount Gambier reserves the right to request additional information if needed.

Acquittal Report: If you are successful with your application Council will require a completed Event Evaluation Form & budget providing declarations that the funding has been spent only for the purposes for which you applied, once the event is completed.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

Signature: 

Date: 28/8/15

Name: ANDREW MULACHIAN

Office Use Only

Approved

Yes / No

Amount: _____

Date:

Chief Executive Officer

Event Support Division - City of Mount Gambier

35 Jubilee Highway East (PO BOX 56), MOUNT GAMBIER SA 5290

P: (08) 8723 1025 Mobile: 0419 871 436

E: drichardson@mountgambier.sa.gov.au

www.mountgambier.sa.gov.au

RISK ASSESSMENT FOR ROUND 4 - 2015

PROCESS

This Risk Management Plan was prepared by Australian International Pedal Prix Inc.

The Plan has been/will be provided to representatives from the following organisations.

- Rural City of Murray Bridge
- SA Police
- St John First Aid
- SA Metropolitan Fire Service
- SA Ambulance Service
- Murray Bridge Hospital
- Bridge Clinic

THE ORGANISATION

Australian International Pedal Prix Inc (AIPP) is a not for profit body that organises, promotes and conducts the UniSA Australian HPV Super Series.

The aims and objectives of Australian International Pedal Prix Inc are in the Mission and Vision Statements that follow. These encapsulate the reasons for staging the events. They also highlight the social and cultural goals of the organisation.

Mission Statement: Organise and manage a series of world class HPV racing events which provide the opportunity for educational and community learning experience. These learning experiences include enterprise, engineering, technology, competition, teamwork, safety, health, nutrition, fitness and environment.

Vision Statement: AIPP Inc. aims to organise a well structured series of HPV racing events available to the broadest possible community and to foster a nationally consistent set of standards evolving into an Australian Championship and confirm a major position of global standing in HPV racing.

THE EVENT

Annually Round 4 of the UniSA Australian HPV Super Series, a major sporting event for young people is organised and conducted by AIPP.

This event is an endurance competition of 24 hours duration between teams who compete in Human Power Vehicles (HPV's). A HPV is mechanically similar to a bicycle with the driver sitting in a "recumbent" position and using pedals to forward propel the machine.

Entrants participating compete in primary school, junior secondary, senior secondary and open divisions. Teams spend many months designing and constructing their vehicle, focusing on safety, efficiency and reliability.

HPV event involvement is an exercise in the development of a team of people to understand and express sound mechanical and engineering principles. This is done by working to a design brief, which is governed by the use of relevant construction specifications, by using information, materials and manufacturing systems. The teams are required to test or appraise the vehicle against others on a closed, supervised and safety controlled circuit.

HPV events require teams to plan and devise a competition strategy to complete each event with an efficient Human Powered Vehicle.

The Event Mission Statement is – *“To create a safe and suitable environment at Sturt Reserve for the staging of AIPP activities. These safety considerations extend to event organisers, volunteers, competitors, and spectators of the AIPP competition.”*

AIPP aims to safely manage all activities and operations in accordance with its Occupational Health & Safety Policy.

The event venue is Sturt Reserve, Murray Bridge. Sturt Reserve is situated south of Bridge Street the main street running through the town centre of Murray Bridge.

The competition track is 2.06 kms in length, with up and down gradient sections and is a bitumen-topped roadway with bends in both directions. The width varies from 6 to 9 metres and may have varying light conditions.

The track proper is the roadway under which race conditions are observed – it does not include pit lane.

All pit lanes are located on the inside of the track proper. They are in groups of twenty to thirty and include a separate changeover area for each team directly in front of the team's pit area.

All traffic travels in an anti-clockwise direction (including during competition)

Areas designated as hazardous will be roped off or highlighted.

Emergency Access Road - a 4 metre roadway (as marked) must be kept clear behind all pit areas to allow emergency vehicle access. Teams are required to check the ground marking carefully and MUST not set up tents or equipment on this roadway. Teams will be required to move anything set up or left in this access area. AIPP event staff traverse this lane regularly during the event to ensure compliance.

Sturt Reserve is a dry zone. Possession and/or consumption of alcohol is prohibited and those found in breach of this requirement will be escorted from the area.

Number of teams competing:	225
Estimated number of competitors:	3,500
Estimated number of persons camping on site	8,000

In excess of 25,000 persons are expected to attend the event over the 3 days.
There are up to 36 houseboats moored adjacent to Sturt Reserve.

The following is an outline of the major facets of the event.

Wednesday 16 September 2015 - Set up by the Organising Body and Council is nearly complete with the outside perimeter fence being in place to enable the venue to be locked down from Wednesday evening with private security being provided.

Day 1 - Thursday 17 September 2015 – 8.00am - Teams are permitted to enter the site. Scrutineering will be conducted at the venue. Set up continues.

Day 2 - Friday 18 September 2015 – Scrutineering continues throughout the day. Track activities (including a practice session) commence.

Day 3 - Saturday 19 September 2015 – Various track activities and Round 4 of the Australian HPV Super Series commences.

Day 4 - Sunday 20 September 2015 at Noon – Round 4 of the Australian HPV Super Series concludes and a presentation ceremony is conducted soon thereafter.

FROM 9.00AM SATURDAY NO VEHICLES WILL BE ABLE TO ENTER OR EXIT THE VENUE FOR THE FOLLOWING 27 HOURS EXCEPT IN THE CASE OF EXTREME EMERGENCY WHEN APPROVAL FOR ACCESS OR EGRESS CAN ONLY BE GIVEN BY THE EVENT DIRECTOR

DEFINITIONS AND CLASSIFICATIONS

QUALITATIVE MEASURES OF LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur numerous times or in many circumstances
B	Likely	Will probably occur occasionally
C	Possible	Action may occur in exceptional circumstances and has been known to occur
D	Unlikely	Whilst theoretically possible, is not known to have occurred
E	Rare	May occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries – low impact on the event
2	Minor	Medical attention on site or ongoing attention to injury may be required – <u>no</u> impact on the event
3	Moderate	Medical attention on site or ongoing attention to injury may be required – <u>high</u> impact on the event
4	Major	Injury requiring hospitalization to one or more people – high impact on the event
5	Catastrophic	Death, permanent or extensive injury requiring hospitalization to one or more people – high impact on the event

QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
A Almost certain	H	H	E	E	E
B Likely	M	H	H	E	E
C Possible	L	M	H	E	E
D Unlikely	L	L	M	H	E
E Rare	L	L	M	H	H

E: extreme risk, senior management attention required
 H: high risk, immediate action required
 M: moderate risk, management responsibility must be specified
 L: low risk, manage by routine procedures

Risk Category A
COMPETITORS

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
HPV being presented in unsafe manner	C	4	E A1	AIPP-Chief Scrutineer through the scrutineering process	AIPP-Race Director in conjunction with Chief Scrutineer to decided when the vehicle is race safe
HPV becomes unsafe during the event	C	4	E A2	AIPP-Team Managers through constant vehicle supervision	AIPP-Race Director in conjunction with nominated race scrutineer/Chief Marshal through use of flag system
On track collision blocking traffic	B	4	E A3	AIPP-through track layout and race management	AIPP-Chief Marshal through on track marshals and use of flag system St John in the case of injury
Mishap during the start procedure	B	2	H A4	AIPP-through instigating a safe start procedure	AIPP-Race Director and Chief Marshal through on track marshals and use of flag system St John in the case of injury
Mishap during the finish procedure	B	2	H A5	AIPP-through instigating a safe finish procedure	AIPP-Race Director and Chief Marshal through on track marshals and use of flag system St John in the case of injury
Fogging of canopy's of HPV	C	2	M A6	AIPP-through Vehicle Specifications and scrutineering process	AIPP-Race Director and Chief Marshal through on track marshals and use of flag system

Risk Category B FIRE

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Flammable or combustible material could ignite	D	5	E B1	AIPP-Facilities Director and Safety Officer along with SAMFS Officers to continually conduct site inspections to prevent build up of such material St John on site	AIPP/SAMFS Emergency Services Manual, Medical Response Plan and Evacuation Plan has been prepared and will be followed
Risk of spill of a hazardous material	D	2	L B2	AIPP-Facilities Director and Safety Officer along with SAMFS Officers to continually conduct site inspections to ensure any such material is stored in a safe manner St John on site	AIPP/SAMFS Facilities Director to assess spill AIPP-Event Director to escalate to SAMFS and SAAS if required Emergency Services Manual, Medical Response Plan and Evacuation Plan has been prepared and will be followed
Politically motivated act occurring endangering lives	D	5	E B3	St John on site SAPOL on site	SAPOL Emergency Services Manual, Medical Response Plan and Evacuation Plan has been prepared and will be followed
Electrical incidents	B	1	M B4	AIPP-All electrical installations to be conducted in accordance with Australian Standard St John on site All leads tested and tagged.	AIPP/SAMFS Facilities Director to attend to assess AIPP-Event or Race Director to escalate to SAMFS and SAAS if required Emergency Services Manual, Medical Response Plan and Evacuation Plan has been prepared and will be followed

Risk Category C**HEALTH**

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
People could be injured requiring treatment	A	4	E C1	St John on site	St John
Food could be contaminated causing illness	E	2	L C2	St John on site	St John RCMB EHO's / Health Department
Staff and/or volunteers becoming fatigued limiting their ability to continue	E	2	L C3	St John on site	AIPP-Event or Race Director or Chief Marshal St John
Staff and/or volunteers become dehydrated	E	2	L C4	St John on site	AIPP-Event or Race Director or Chief Marshal
People could become ill requiring medical treatment	E	2	L C5	St John on site	St John
Injured or ill person needing to be evacuated to hospital	C	3	H C6	St John on site	St John/AIPP Medical Response Plan to be instigated

Risk Category D
PUBLIC SAFETY

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Structure collapsing causing injury	E	2	L D1	AIPP-Facilities Director/Safety Officer St John on site	Event Director to escalate to SAPOL, SAMFS and SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated. Safework SA if required.
Injury from flying debris	B	2	H D2	AIPP-Constant track inspection AIPP-Constant vehicle monitoring St John on site	AIPP-Facilities Director St John Medical Response Plan may need to be instigated
Temporary or permanent suspension of the event	E	4	H D3	AIPP Event and Race Directors in conjunction with Safety Officer, Chief Marshal, Facilities Director, Announcer and Team Managers	Event or Race Director to escalate to SAPOL, SAMFS and SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated
Sections or all of the permitted area may need to be evacuated	E	4	H D4	AIPP Event and Race Directors in conjunction with Safety Officer, Chief Marshal, Facilities Director, Announcer and Team Managers	Event Director to escalate to SAPOL, SAMFS and SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Evacuation Procedure to be instigated Medical Response Plan may need to be instigated
Crowd convergence causing injury	E	4	H D5	AIPP through responsible set up and on track marshals	Event or Race Director to escalate to SAPOL, SAMFS and SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated
People falling from trees or structures	E	2	L D6	AIPP through warning process in Event Book Safety Officer inspections St John on site	Event or Race Director to escalate to SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated

Risk Category D
PUBLIC SAFETY

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
People entering the racing track	A	1	H D7	AIPP through responsible set up, announcer warnings and on track marshals	AIPP through marshal system
Collision between a vehicle and a pedestrian in the permitted area	C	2	M D8	AIPP through responsible set up, announcer warnings and on track marshals	Event or Race Director to escalate to SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated
Injury from objects thrown at competitors or onto the track	B	2	H D2	AIPP-Constant track inspection Security to monitor behaviour St John on site	AIPP-Facilities Director Security St John Medical Response Plan may need to be instigated
Mishap resulting from media helicopter landing at the venue	E	4	H E4	AIPP through liaison with media outlets SAMFS to provide appropriate landing area marking	Event Director to escalate to SAPOL, SAMFS and SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated
Collision with assets or spectator by go kart during on track demonstration	C	4	M D8	AIPP through responsible set up, announcer warnings and on track marshals. *Instruction to go kart drivers to operate at low speed not to exceed 40kph during demonstration	Event or Race Director to escalate to SAAS if need be Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated

Risk Category E
LAW & ORDER (SECURITY)

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Patrons becoming intoxicated	E	1	L	AIPP-Permitted area is a dry zone	Event or Race Director to escalate to SAPOL if need be
Legislative offences being committed	E	1	L	AIPP	Event or Race Director to escalate to appropriate agency if need be
Bomb Threat	E	1	L	SAPOL	Event or Race Director to escalate to SAPOL Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated
Offender armed with a weapon	E	3	M	SAPOL	Event or Race Director to escalate to SAPOL Race Director/Chief Marshal to bring track under control if required Event Director to coordinate off track response Medical Response Plan may need to be instigated
Person being reported as missing or lost	E	1	L	AIPP-Request assistance of school representatives through use of the public address system	Event or Race Director to escalate to SAPOL Event Director to coordinate off track response
Evidence being contaminated after a fatal incident	C	4	E	AIPP-Facilities Director to isolate scene	Event or Race Director to escalate to SAPOL and SAAS Race Director/Chief Marshal to bring track under control Event Director to coordinate off track response Medical Response Plan may need to be instigated Critical Incident Response Plan may be implemented.

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Inclement weather disrupting the event	E	4	H	AIPP-Monitor approaching weather directly from the Bureau of Meteorology	AIPP-Race Director, Chief Marshal and Sector Marshals constantly review track conditions and modify race conditions accordingly. Off track situation managed by Event Director and Facilities Director
High winds	E	2	L	AIPP-Monitor approaching weather directly from the Bureau of Meteorology. Secure any loose infrastructure that could cause concern	AIPP-Race Director, Chief Marshal and Sector Marshals constantly review track conditions and modify race conditions accordingly. Off track situation managed by Event Director and Facilities Director
Flooding	E	2	L	AIPP-Any local flooding to be managed as it occurs utilizing staff available. All electrical installations to have been installed with flooding being considered	AIPP-Race Director, Chief Marshal and Sector Marshals constantly review track conditions and modify race conditions accordingly. Off track situation managed by Event Director and Facilities Director
Falling branches	E	4	H	AIPP-Ensure all pit and other areas are not located under trees	AIPP to advise RCMB of any such occurrence
Insect swarming	E	2	L	AIPP-Inspect area during the event for any such insect activity	RCMB to respond to any such activity

Risk Category G
SERVICES

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Power supply disruption	E	4	H	AIPP/RCMB to supply sufficient generators to prevent occurrence	AIPP in conjunction with generator supplier
Communications disruption	E	3	M	AIPP to hire sufficient supplies of radios to conduct the event	AIPP Communications Director in conjunction with radio supplier
Ablution malfunction	E	3	M	AIPP and RCMB	To be assessed depending on problem. If permanent ablution block – RCMB after hours contact to be notified. If transportable unit on-site contractor is in attendance.
Public address system failure	E	2	L	AIPP	AIPP in conjunction with public address system supplier. Bull horn to be used temporarily
Impeded access and egress for emergency vehicles	B	3	H	AIPP through prepared Medical Response Plan	AIPP through coordination between Event Director, Race Director and Facilities Director
Insufficient food or drink	E	1	L	AIPP to ensure sufficient caterers	AIPP – to contact additional caterers
Insufficient emergency services personnel, staff or volunteers to service the event	E	2	L	AIPP to ensure sufficient staff available prior to the event	AIPP – recruit additional personnel through teams in attendance

Marsh Advantage Insurance Pty Ltd
ABN 31 081 358 303
Level 6, 70 Franklin Street
Adelaide SA 5000
GPO Box 2637
ADELAIDE SA 5001
+61 8 8385 3574
Fax +61 8 8385 3650
marshadvantage.com.au

24 March 2015

CERTIFICATE OF CURRENCY

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Class(es) of Insurance: Public & Products Liability

Insurer(s): Sportscover Australia Pty Ltd as agent for
Sportscover Syndicate 3334 at Lloyds of London

Policy Number(s): PMEL99/0092939

Insured: Australian International Pedal Prix Inc
and its/their subsidiary and related bodies corporate, as defined in the Corporations Law, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.

Period of Insurance: 22 March 2015 at 4:00pm to 22 March 2016 at 4:00pm

**Interest Insured/
Property Insured:**

All sums which the Insured shall become legally liable to pay as compensation [including claims costs and expenses], as a result of Personal Injury or Property Damage caused by an Occurrence / Accident in connection with the Business or caused by goods sold, supplied, manufactured, constructed, repaired, altered, treated or processed

Geographical Limits: Anywhere in the World [subject to Australia Jurisdiction]

Interested Parties: Adelaide City Council
Rural City of Murray Bridge
District Council of Loxton Waikerie
City of Busselton

Limit(s) of Liability: **General Liability**
\$ 20,000,000 any one occurrence, unlimited any one period of insurance.
Products Liability
\$ 20,000,000 any one occurrence and in all.

Yours faithfully,


Marshall Anderson
Client Service Consultant

Office of **Consumer and Business Affairs**

Corporate Affairs and Compliance Branch

Ground Level, Chesser House, 91-97 Grenfell Street, ADELAIDE SA 5000

GPO Box 1407, ADELAIDE SA 5001

Telephone: (08) 8204 9779

ABN 30 652 402 747



WILLIAM STANDING
58 HAIG STREET
NETHERBY SA 5062

SOUTH AUSTRALIA

Associations Incorporation Act 1985

Section 20(1)

Incorporation Number: A36373

Certificate of Incorporation

This is to certify that

AUSTRALIAN INTERNATIONAL PEDAL PRIX INCORPORATED

is, on and from the seventh day of July 2000
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
seventh day of July 2000

A handwritten signature in black ink, appearing to read "M. J. Coats".

Commissioner for Corporate Affairs



Office of Consumer and Business Affairs

www.ocba.sa.gov.au for further information view our website.....



UniSA Australian HPV Super Series

2015

CRITICAL INCIDENT PROCEDURE



All enquiries to:

Australian International Pedal Prix Inc.

83 Goodwood Road

Goodwood SA 5034

Phone: 08 83571978

Fax: 08 83573527

Email: office@pedalprix.com.au

Web: www.pedalprix.com.au

Revised 7 April 2015

EVENT ORGANISATION ONLY

CRITICAL INCIDENT RESPONSE PROCEDURES

To be submitted to AIPP Inc. by Race Officials and used as a guide to responses required.

Procedures to be followed in the event of a critical incident being an incident which results in:

- (1) Significant injury to any person, or
- (2) Injury to any person which is likely to result in death.

This document assumes the normal emergency services provided for at events will have been activated and the emergency situation stabilised.

Event Director is the overall authority of the organising body and is responsible for appointments to all roles specified in this document.

TASK	PERSON TO COORDINATE OR FILL ROLE	ACTION TIME & BY WHOM
1. Identify the Incident as a Critical Incident , on advice from medical personnel. Identify casualties.	Event Director	
2. Appoint Race Director as Track Incident Controller and dispatch to take charge of the incident scene. Incident scene to be isolated and evidence of incident protected from contamination except for safety protection of casualties. Ensure Critical Incident Kit is taken to incident scene.	Race Director Race Director / Facilities Director Race Director	
3. If injury to a competitor or official obtain copy of entry form, or for officials, the sign-on sheet, to assist in identification of casualty and confirmation of name and address.	Race Director	
4. Advise public address commentators that no announcements can be made unless authorised by Event Director.	Event Director	
5. Establish Incident Command Centre. Arrange log of procedures and communication to be kept. Log should note weather, track conditions and ambient temperatures at time of accident, and also approximately 30 minutes prior. Recent changes in conditions should also be noted.	Event Director	
6. Notify details of incident to all AIPP Inc. Board members.	Event Director	

7. Notify key personnel at venue. Event Director to brief key personnel.	Event Director	
8. Request police on duty at venue to attend incident scene. If no police present, notify nearest Police Station or state Police Control Room.	Event Director	
9. Issue preliminary statement for broadcast to minimise panic and confusion.	Event Director	
10. On advice from Race Director request attendance from civil authorities if required to assist response.	Event Director	
11. Collate all relevant documents and copy for police and AIPP Inc. <ul style="list-style-type: none"> • Entry forms • Sign-on sheets 	Race Director	
12. Appoint Incident Media Manager	Media Manager	
13. Confirm identity of casualties and any deaths direct with Medical Personnel.	Event Director	
14. Meet police and note name, rank, numbers, Police Station, and contact phone number. Brief police on situation.	Event Director	
15. Identify eye witnesses (officials, photographers, public near-by) and record name, address, and contact phone numbers of each. Have them wait close to incident scene. Witness will be needed by police.	Race Director	
16. Carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed objects.	Race Director / Facilities Director	
17. Assist police in obtaining witness statements. If possible , view and copy statements before they are signed. Have witness sign your copy as well as those for police.	Race Director / Event Director	
18. In conjunction with police have HPV/s taken to secure, private impound area. Generally Race Control . Seek police permission for Chief	Race Director / Event Director	

Scrutineer to inspect HPV to establish any mechanical failure which may have led to the incident. Seek police permission for photographer to complete required photos. HPV/s must remain in impound area until released by police.		
19. Evaluate all persons involved with the incident to ascertain whether any are affected by trauma. Possible actions include: <ul style="list-style-type: none"> • shift to other area of venue for re-start • stand down from duty • seek medical attention • trauma counselling at venue immediately • trauma counselling at venue at end of day • follow-up trauma counselling after event 	Peer Support Coordinator	
20. With permission from police, have incident site cleared. Repair barriers etc in preparation for resumption of event.	Facilities Director / Race Director	
21. Check safety of track and confirm the track is ready for competition to resume.	Event Director / Race Director	
22. Review Chief Scrutineer's report. Ensure all details are covered and that report is signed and dated.	Event Director / Race Director	
23. Take possession of crash helmet if not retained by Police.	Race Director	
24. Review all reports and ensure they are all identified and signed by whoever is making them. Prepare one copy of each for: <ul style="list-style-type: none"> • Police • AIPP Inc. • Owner of site 	Event Director / Race Director	
25. Ensure all photos are printed	Race Director	
26. Maintain contact with possible trauma affected persons in case intervention is necessary	Peer Support Coordinator	
27. Liaise with police regarding possible court activity or other hearings.	Event Director / Race Director	

28. Reports

AIPP Inc. requires a comprehensive report on all incidents of this nature. The report is to be compiled by the **Event Director and Race Director**.

The report must include the following details:

1. Name, address and occupation of all casualties and next of kin or relative as appropriate.
2. A copy of the AIPP Inc. injury report properly completed and signed by all parties concerned.
3. A copy of the AIPP Inc. accident report on each vehicle involved in the incident.
4. A signed statement from the **Chief Scrutineer** detailing the damage to the vehicle/s.
5. Detail of where and when the vehicle/s are impounded.
6. Exact time of the accident, to the second if possible, together with the day and date.
7. The event number/practice session in which the accident occurred.
8. An exact description of the incident scene both in writing and diagram - include accurate measurements of distances relating to pertinent details.
9. An accurate account of events leading up to the incident from 20 seconds prior to the time of the incident.

29. Documents to AIPP Inc.

The following documents must be retained by AIPP Inc. together with the report previously specified.

1. Names, addresses and contact phone numbers of all parties directly involved with the incident including other riders, officials etc.
2. Names, addresses and contact phone numbers of witnesses to the incident - at least three needed if possible.
3. A copy of a signed statement from each eyewitness, including officials. Make note of witness names as well as the location and duty being performed at the time of witnessing the incident.
e.g. flag marshal at Turn 3, on flag duty, or spectator on outside of track at apex of Turn 3.
4. A statement by the Event Director describing the incident and any subsequent movements of personnel, up to the time the venue was again deemed available for competition.
5. Accurate accounts by medical officers present of the incident including the time of day and details of medical officers present.
6. An accurate account by the senior medical officer present of the medical services provided.
7. Time and detail of commencement of transport of casualties or victims to hospital.
8. Time death was confirmed.
9. Time and detail when death was publicly announced.

10. Copies of:

- Event Rules and vehicle specifications
 - Any relevant Bulletins or instructions issued
 - Entry list
 - Entry form / officials sign-on sheets / rider indemnity sheet
 - Log from **Incident Command Centre**
 - Results / practice times
 - Official program of events
 - Photos when available
-

UniSA AUSTRALIAN HPV SUPER SERIES

2015 MEDICAL RESPONSE PLAN Round 4



All enquiries regarding Round 4 to:

**Australian International Pedal Prix Inc.
83 Goodwood Road
Goodwood SA 5034**

Phone: 08 83571978

Email: office@pedalprix.com.au

www.pedalprix.com.au

Revised 18/08/2015

Medical Response Plan

Sturt Reserve Murray Bridge
19 to 20 September 2015

Purpose

The purpose of the medical response plan is to ensure that the best possible medical and/or paramedical personnel with the necessary equipment can reach the scene of any incident, whether on or off track, in order to ensure that any injuries receive optimal care.

The Event

Round 4 of the UniSA Australian HPV Super Series, a major sporting event for young people, is organised and conducted by Australian International Pedal Prix Inc. (AIPP).

The event mission statement is – *“To create a safe and suitable environment at Sturt Reserve for the staging of AIPP activities. These safety considerations extend to event organisers, volunteers, competitors, and spectators of the AIPP competition.”*

AIPP Inc. aims to safely manage all activities and operations in accordance with its Occupational Health & Safety Policy.

The event venue is Sturt Reserve, Murray Bridge.

The competition track is 2.06 kms in length, with up and down gradient sections and is a bitumen-topped roadway with bends in both directions. The width varies from 6 to 9 metres and may have varying light conditions at night.

The track proper is the roadway under which race conditions are observed – it does not include pit lane.

All pit lanes are located on the inside of the track proper. They are in groups of twenty to thirty teams and include a separate changeover area for each team which will be directly in front of the team's pit area.

All traffic travels in an anti-clockwise direction (including during competition)

Areas designated as hazardous will be roped off or highlighted

Emergency Access Road - a 4 metre roadway (as marked) will be kept clear behind all pit areas to allow emergency vehicle access. Teams are required to check the ground marking carefully and MUST not set up tents or place any equipment on this roadway. Teams will be required to move anything set up or left in this access area. AIPP staff traverses this lane regularly during the event to ensure it is kept clear.

Sturt Reserve is a DRY ZONE. Possession and/or consumption of alcohol is prohibited and those found in breach of this requirement will be escorted from the area.

Generally there are two main parts to the competition:

- design and construction of a human powered vehicle to meet set criteria;
- testing of that vehicle in a 24-hour continuous competitive event with a team of riders.

Number of teams competing: 220
Estimated number of competitors: 3,500 persons
Estimated number of persons camping on site 8,000
In excess of 25,000 persons are expected to attend as spectators
There are 36 houseboats moored adjacent to the track

The following is an outline of the event.

Wednesday 16 September 2015 - Set up by the Organising Body and Council is nearly complete with the outside perimeter being in place to enable the venue to be locked down with private security being provided.

Day 1 - Thursday 17 September 2015 – 8.00am - Teams are permitted to enter the site. Scrutineering will be conducted at the venue. Set up continues.

Day 2 - Friday 18 September 2015 – Track activities (including a practice session) commence.

Day 3 - Saturday 19 September 2015 – Various track activities and Round 3 of the UniSA Australian HPV Super Series commences.

FROM 9.00AM NO VEHICLES WILL BE ABLE TO ENTER OR EXIT THE VENUE FOR THE FOLLOWING 27 HOURS UNLESS THERE IS A CASE OF EXTREME EMERGENCY WHEN PRIOR APPROVAL FOR EGRESS WILL NEED TO BE GIVEN BY THE EVENT DIRECTOR

Day 4 - Sunday 20 September 2015 at Noon – Round 4 of the Australian HPV Super Series concludes and a presentation ceremony is conducted on the start/finish line soon thereafter.

Program

- Set up commences on Sturt Reserve approximately 2 weeks prior to the event.
- Scrutineering of all vehicles takes place on site on the Thursday 17/9/15 (1.00pm to 5.00pm) and Friday 18/9/15 (8.00am to 4.00pm).
- There is security at the venue from 6.00pm on Wednesday 16/9/15 until 9.00am on Monday 21/9/15.
- Teams commence arriving for the event from 8.00am on Thursday 17/9/15 to set up their allocated pit/camping area
- **St John First Aid personnel will be on site –**

DAY	LOCATION	TIME START	TIME FINISH
Thursday	Sturt Reserve	Lunch onwards	Lunch onwards
Friday	Sturt Reserve	12:00hrs	22:00hrs
Saturday	Sturt Reserve	09:00 hrs	23:59
Sunday	Sturt Reserve	00:01	13:00
- Road closures commence from Noon on Wednesday 16/9/15 and continue until 1000 hrs Monday 21/9/15

Personnel

Emergency medical treatment personnel are supplied by St John First Aid Volunteers as follows

- 1 x Duty Commander
- 1 x Deputy Commander
- 1 x 2 -3 person foot patrols
- 1 x Mobile First Aid Units & crew (2 per crew)
- 4 x First Aiders (located at First Aid Post)
- 1 x Communications member

According to historical workloads, staffing will be increased above this minimum level, where required.

The Senior First Aid Officer in attendance is in charge of all medical services and coordinates with the Event Director.

The First Aid Centre

The first aid post will consist of a St John Medical caravan or vehicle together with a supplied 1 room first aid hut.

The first aid post is prepared with an additional level of first aid equipment to be used by the first aid officers assigned to the post. The post provides for a patient resting area utilising the bed or stretcher facilities.

A St John caravan or vehicle for members comfort and over flow of casualties

At the first aid post, support is provided by first aiders. A cardiac defibrillator is available at the post.

This area is designed and staffed to provide a wide range of First Aid Care. Patients requiring prolonged observation, resting or waiting transport to hospital by Ambulance will be managed from this area.

Deployment

Emergency personnel have radio contact with the Event Director who has responsibility to ensure they are familiar with the track and venue prior to commencement of the event.

In the main, those experiencing minor injuries will present to the First Aid Centre for treatment. In the case of severe injury (off track), St John officers will attend the locality of the injured person.

Should an incident occur that requires the on track attendance of First Aid personnel, they will be despatched on instruction from the Event Director once competing vehicles have been brought under control by race control.

If, in the opinion of the Duty Commander, an injury requires the attendance of an ambulance the Duty Commander will call 000 and St John will IMMEDIATELY advise the Event Director (via radio) that an ambulance has been called AND which access point is required for the ambulance.

When making the 000 call the Duty Commander will instruct the SA Ambulance service of the best method of accessing Sturt Reserve.

There are two points of entry/egress to the declared area.

Gate 1 – Only vehicular access to the declared area.

- **Should the ambulance need to access the fenced area**, it will do so on instruction from the Event Director and directions given to the Security personnel.
- The Event Director will be in contact by radio with the Race Director who will, at the appropriate time, have the Chief Marshal instigate a double yellow flag system.
- SA Ambulance will then be directed to the relevant area via the Emergency Access Road.

Gate 2 – For ambulatory patients

SA Ambulance can access the riverfront area to Gate 2 and retrieve ambulatory patients if appropriate.

MEDIVAC Procedure (air transfer to Adelaide)

Should a very serious injury occur that requires an immediate air transfer to Adelaide this will be arranged by the SAAS. The helipad at the Murray Bridge Hospital will be utilised for this type of occurrence.

The Murray Bridge Soldiers' Memorial Hospital is 5 minutes by road from the circuit.

Emergency Contact Details

ORGANISING BODY KEY PERSONNEL

Event Director:	Andrew McLachlan	0417 824 361
Radio Call Sign	Event One	
Facilities Director	Bruce Dodd	0426 271 438
Radio Call sign	A Team	

MEDICAL / FIRE / POLICE / SECURITY

Radio Channel for Emergency Services is 3

In Emergency call 000

SA METRO FIRE SERVICE ON SITE COORDINATOR	0419 677 727
Radio Call Sign	Fire One

SA METRO FIRE SERVICE COMMANDER	0457 299 979
Dave Colliar	

TOWN & COUNTRY SECURITY MANAGER	Shayne Watts	0418 813 778
Radio Call Sign	Security One	

ST JOHN ON SITE COORDINATOR	0428 527 449
Radio Call Sign	Medical One

MURRAY BRIDGE POLICE	
Police Station	131 444 or 000

SA AMBULANCE SERVICE	000
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MURRAY BRIDGE HOSPITAL	
Swanport Road, Murray Bridge	8535 6777

COUNCIL INFRASTRUCTURE		
Coordinator	Dave Allen	0412 814 922

Statistics

To assist with AIPP statistics, St John personnel will provide AIPP with details of the nature and number of injuries, and a HPV number associated with each injury to enable follow up by AIPP officials if considered appropriate. Copies of AIPP form 5 (Injury Report Form) will be supplied to St John personnel for completion by participants who attend the facility for treatment.

AIPP Budget - Mt Gambier 2016 Summary



Receipts	
Entry Fees - 50 teams @ \$300	15,000
Sponsorship	
City of Mt Gambier	20,000
Sundry local	5,000
Total Sponsorship	25,000
Total Receipts	40,000
Payments	
Accommodation	1,950
Administration	7,500
Advertising	1,500
Announcing	1,500
Contingency	2,500
Equipment Hire	7,590
Insurance	3,500
Meals	1,000
Race Timing	1,500
Rider & Team ID	1,450
Security - overnight Saturday	600
Signage - Banners	1,500
St John First Aid	700
Travelling - fuel etc	600
Venue Hire	2,500
Video Live Streaming	500
Video Production	3,500
Total	39,890
Surplus	110



Equipment Hire	Unit \$	No	Cost
Radio	14.00	35	490
Toilets	60.00	20	1,200
PA	3,500.00	1	3,500
Power - backup supply	400.00	1	400
Crowd Control 250 metres + Freight	10.00	100	1,000
Crash Barriers 200 metres + Freight	10.00	100	1,000
Total			7,590
Accommodation			
10 people 5 share rooms @ \$150 per night	\$ pp	nights	Cost
Event Director	75.00	3	225
Admin PA	75.00	3	225
Race Director	75.00	3	225
Chief Marshal	75.00	3	225
Facilities Director	75.00	3	225
Chief Scrutineer	75.00	3	225
Event Timing	75.00	2	150
Announcer	75.00	2	150
Video Production	75.00	2	150
Video Production	75.00	2	150
Total			1,950
Rider & Team ID	Unit \$	No	Cost
Number panels - 2 per vehicle	7.00	100	700
Manager Lanyards & ID	1.50	50	75
Wristbands - printed single colour to spec	0.90	750	675
Total			1,450

**Australian International Pedal Prix Inc
Income & Expenditure Statement
For the Year Ending 31 December 2014**

	2014	2013
Income		
Sponsorship		
Adelaide City Council	-	2,500
City of Busselton	13,000	-
Curtin University	17,500	-
AMEC	5,000	-
SVT Engineering	5,000	-
NVMS	2,500	-
Neptune Marine	5,000	-
University of SA	29,516	22,500
Sport Centre	3,000	2,000
Sundry minor sponsors	4,909	1,000
Total Sponsorship	85,425	28,000
Entry Fees	230,519	194,250
Other		
Site Fees	4,485	4,385
Bank Interest	433	800
Sale Transponders	5,040	2,375
Sale Number Panels	448	340
Sale Banners	3,136	5,000
Admission Fees & Car Parking	108,258	108,425
Total Other	121,800	121,325
Total Income	437,744	343,575
Expenditure		
Advertising & Marketing Material	4,157	2,681
Award Certificates etc	6,080	4,645
Bank Charges	40	-
Banners	1,000	8,700
Capital costs - UPS	-	1,203
Catering & Food Vouchers	4,186	3,175
Cleaning & Waste Disposal	4,664	6,223
Contract Labour	19,272	11,515
Donations	3,257	100
Dues & Subscriptions	2,474	583
Equipment Hire	111,857	133,868
Event Timing	14,302	9,063
Freight	-	47
Houseboat hire	6,072	7,330
Insurance	34,024	30,781
Legal Fees	2,221	-
Maintenance	8,547	2,003
Management & Office	48,000	52,500
Number Panels & Numbers	2,965	3,278
Announcing & Editorial	14,216	6,770
Video Production	7,963	-
Safety & Training	37	-
Security	42,500	38,125
Site Fees & Venue Hire	2,339	3,142
Storage	1,530	-
Printing, Stationery & Signage	6,773	3,778
Telephone & Internet	3,911	1,739
Transponder purchases	7,760	2,861
Travel & Accommodation	17,224	-
Uniforms	2,774	-
Website Hosting & Management	2,000	2,000
WA Project Components	22,026	-
Wristband ID	4,757	4,346
Total Expenditure	408,928	340,456
Net Surplus / (Deficit)	28,816	3,119

CORPORATE AND COMMUNITY SERVICES COMMITTEE REPORT NO. 70/2015

SUBJECT: REVIEW LIBRARY PUBLIC HOLIDAY OPENING

REF: AF11/1595

Goal: Building Communities

Strategic Objective: Strive for an increase in services and facilities to ensure the community has equitable access and that the identified needs of the community are met.

Goal: Governance

Strategic Objective: Evaluate the effectiveness of all service delivery initiatives against the returns and/or benefits to the community.

Goal: Learning

Strategic Objective: Council support opportunities for the community to strengthen relationships with families, friends and extended networks so as to promote and extend the learning of life skills.

Background

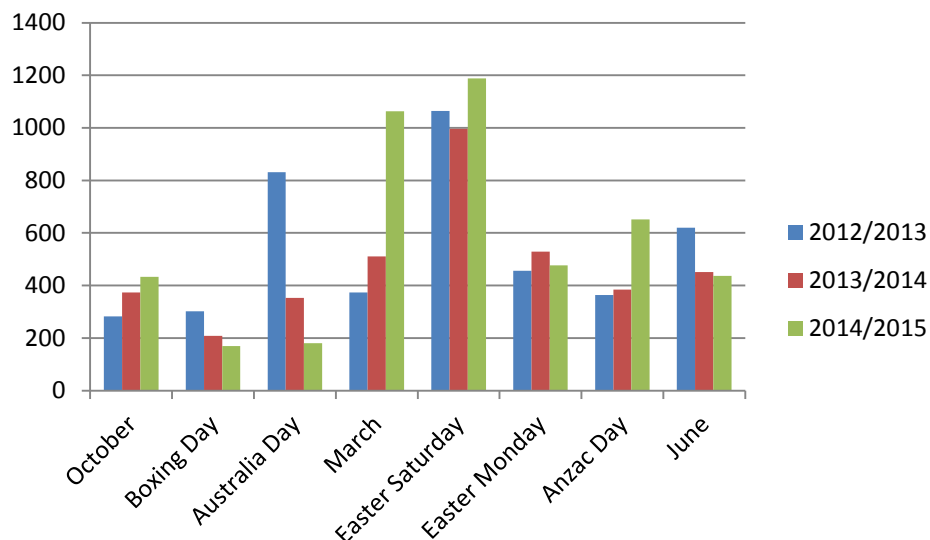
The City of Mount Gambier ASU Enterprise Agreement Number 9 of 2015, included a clause that required the Council, in consultation with library employees, to review a number of holiday opening times.

'Within the first year of this Agreement Council undertakes, in consultation with Library employees, to review the following public holiday opening hours: Boxing Day, Anzac Day and Easter Monday. The review to include, but may go beyond the issues of customer patronage, resourcing and employee work balance.'

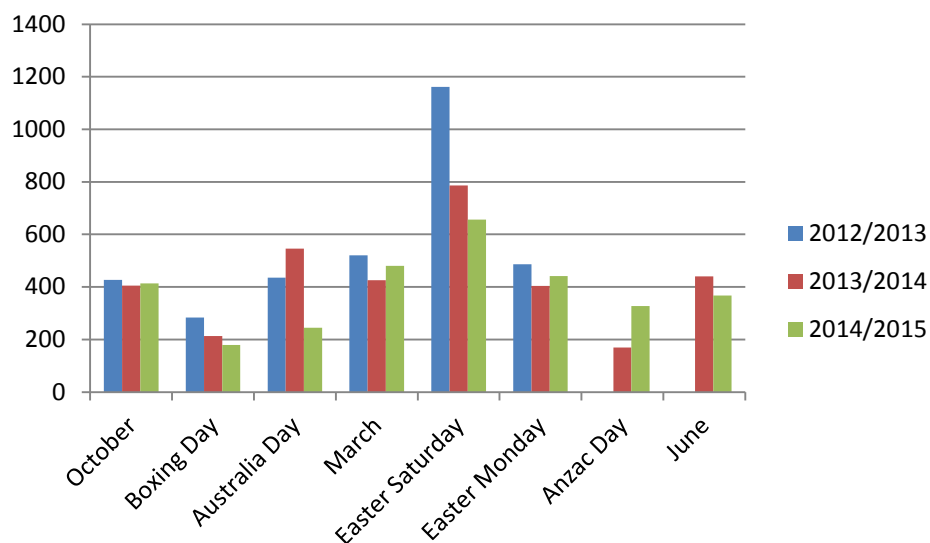
In preparing this report, consideration has been given to the above public holidays that were suggested by staff as being public holidays which could be negotiated for closing with minimal impact on customers but with maximum impact on improvement of employee work life balance.

The following graphs show visitation and loans for the last three financial years after the introduction of reduced public holiday opening hours in August 2012 from 10.00am – 4.00pm (6 hours) to 12pm to 3pm (3 hours).

Number of Visitors – Public Holidays



Items Loaned – Public Holidays



Consistent with the above data, the Library's busiest public holidays are those in March, the Easter long weekend and June, with both visitation and loans climbing to around those experienced on a normal weekend opening.

The public holidays with the least amount of patronage are Boxing Day, Anzac Day and more recently Australia Day. Anzac Day has shown a large increase in visitation this year due to almost 300 people attending the café after the Anzac Day march, which opened a few hours earlier than the Library.

Conclusion

The review of patronage and loans clearly shows that of the public holidays, on which the Library is open, Easter has the highest visitor and library loan figures and by closing there would be a greater negative impact on our customers. Boxing Day is by far the quietest in terms of patronage and loans, and Anzac Day, although busier due to Café patronage, has been questioned by many of our customers as they feel closing the Library for the day would be a mark of respect and in line with many other businesses in Mount Gambier.

Public Holiday Schedule

Public Holiday	Currently Open	Currently Closed	Proposed Closure
Christmas Day		χ	χ
Boxing Day	√		χ
New Years Day		χ	χ
Australia Day	√		
March	√		
Good Friday		χ	χ
Easter Saturday	√		
Easter Monday	√		
ANZAC Day	√		
June	√		
October	√		

On review of the patronage and items loaned it is recommended that the Boxing Day public holiday be an additional public holiday closure that will result in minor financial savings and will allow Library staff, particularly at Christmas, to achieve a greater work life balance, with very minimal impact on our customers.

RECOMMENDATION

- (a) Corporate & Community Services report 70/2015 on Review Library Public Holiday Opening be received;
- (b) Council authorise the additional public holiday closure of Library Services on Boxing Day/Proclamation Day as per the proposed schedule in the report.

Vicki HUTCHINSON
LIBRARY MANAGER

Sighted:



Grant HUMPHRIES
ACTING CHIEF EXECUTIVE OFFICER